Technology

V2 Conference 6

video conferencing system

User Manual

V 6.1

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About the Company

Founded in 1999, V2 Technology Inc is a Beijing-based network multimedia and communication software development and service provider. V2 is a leading Chinese network multimedia and communication software and solution provider that has a set of patented core technologies and a team comprising experienced IT professionals in the industry.

Today, V2, with its expertise in the multi-media communications domain, has become a leading force in Greater China in terms of network video-conferencing technologies and market share and gained the trust of overseas investors including AsiaTech Ventures, PCCW-HKT, Netrove, and Fortune Telecom which provide a strong Hi-Tech venture capital support to V2.

Partnering with leading vendors in the industry, V2 is an authorized HP ISV solution provider, a member of Intel EAP, and also a supplier for Intel's Digital Home.

Our leadership derives from our long-standing dedication to product innovations and R&D efforts. Deeply-rooting in China's market allows us to know more about our local customers. We, as the network video-conferencing leader, envision to bring more values to our customers and build a long-standing partnership with our customers.

Award:

2008:

- V2 was awarded the "Computer Information World Video-conferencing Software Omnipotent Star Award for 2008".
- V2 was awarded the CCW Video-conferencing Software User Satisfaction No. 1 Brand.

2007:

- V2 was awarded the CCW IT User Satisfaction No. 1 Brand.
- V2 was selected by MicroVoIP as the best video-conferencing software supplier.
- V2 ranked TOP30 global video-conferencing software supplier.

2006:

- V2 was awarded the "Computer Information World Best Application Award for Public Security for 2006".
- V2 was awarded the "Computer Information World Leading Software Product Award for 2006".
- V2 was awarded the "IT Industry Innovation Enterprise Award for 2006" by CCID.
- V2 ranked No.1 selling video-conferencing software by CCW, a leading research company.

2005:

- V2 was named “China e-Government Top 100 IT Enterprise”.
- V2 was awarded the “Computer Information World Editorial Selection Award”.

2004:

- V2 was named “China e-Government Top 100 IT Enterprise”.
- V2 was awarded the “Computer Information World Editorial Selection Award”.

2003:

- V2 was named “China e-Government Top 100 IT Enterprise”.
- V2 was named "Trustworthiness Enterprise” by the Beijing Software Association.
- V2 ranked No.1 selling video-conferencing software in China (source: Wainhouse Research).

About this Manual

This is the User Client Manual for V2 Conference videoconferencing system. The summary of below should help you have a familiar understanding of the contents of this manual and also helps to further your understanding of the V2 Conference videoconferencing system.

- Chapter 1: V2 Conference System Introduction includes a brief outline and introduction of the system's main functions and system structure.
- Chapter 2: Important Concepts would cover on some important concepts that need to be remembered when using the system, please do try to read it before using the system.
- Chapter 3: The Conference Management System introduces you all the functions of the conference management system of the system. This includes adding, maintaining and deleting users, conference sessions and conference managements, system resources queries, etc.
- Chapter 4: Client Software Installation would touch on installation of the software client and system requirements.
- Chapter 5: Conference Test Session allows the user can to test and configure local audio video devices and check network conditions, before entering the conference session.
- Chapter 6: Entering the Conference Session shows you on how to enter and join a conference session.
- Chapter 7: V2 Conference Client provides detailed explanations on how to use the videoconferencing system.
- Chapter 8: Instant Messaging (IM) would provide information on how to use the Instant Messaging (IM) client to do instant messaging, enter the conference sessions, etc.

Chapter 1 V2 Conference System Introduction

V2 Conference enables user to have conference via Internet with personal computer, standard video devices, speaker, and microphone. Compared with traditional hardware based video conferencing system, V2 Conference provides users a much lower cost but with higher quality, reliable, and efficient audio and video communication together with other functions such as file/document sharing, and remote conference management system.

V2 Conference features state-of-the-art GIPS technology, which provides best-of-greed audio quality. GIPS is a internet-specific voice compression engine system that is developed by the Sweden-based “GLOBAL IP SOUND” company---the global leading force in providing cutting-edge voice processing technologies. With GIPS, the codec bit-rates can be adjusted depending on actual bandwidth, allowing high quality audio with lower bit-rates to be provided. The GIPS core technologies (network self-adjusting algorithm, packet loss compensation algorithm, and echo cancellation algorithm) provide ideal solutions to such problems as voice delay and echo, offering perfect voice quality that is even better than telephone.

For video codec applications, the V2 Conference features H.264 codec algorithm; for video processing applications, the system integrates the video pre-treatment, post-treatment, and display algorithms, which are compatible with the video codec algorithm. With this, the video distortion developed at the video capturing and encoding and decoding stages is efficiently removed, allowing video quality to be improved considerably whereas the transmitting bandwidth to be reduced efficiently; for lip synchronization applications, the patented lip synchronization algorithm is introduced to the system that also incorporates the cutting-edge GIPS audio and video technologies, allowing excellent lip synchronization effects available over the internet.

The videoconferencing system supports the multi-server cascading deployment, thus it allows thousand of users to join the conference at the same time. It also supports H.323 standard devices, and VOIP feature (telephone dial in or dial out). V2 Conference provides a tunneling solution to solve the NAT or firewall problem.

V2 Conference system can combine the monitor system. During the conference, moderator call the monitor user, and then display its video in the conference.

Conference system can combine the monitor system; administrator can configure the monitor functions when the server supports monitor commutate service.

V2 Conference System is made up of V2 Conference Server, V2 Conference Management System, and V2 Conference Client.

Chapter 2 Important Concepts

In this chapter here, we would introduce a few important concepts in V2 Conference. Please review the following chapters carefully before using the system.

2.1 User Account

All participants in a V2 conference session are known as users. In the system there are three types of users the System Administrator, Registered User and Unregistered User.

2.1.1 System Administrator

As the System administrator, sometimes known as the admin, this user has the rights to manage and maintain the overall system, which includes the creation and management of same level and lower level departments and users, checking conference session information and USB security dongle resources, setting up the email and SMS services, etc. However, for administrators which are only handling services on subsidiary slave server, they can't create new users on the system, but they can only configure and start the services. The role of System Administrator is usually handled by the LAN administrator or the data center staff.

2.1.2 Registered User

Basically, Registered Users are user accounts created by the System Administrator in the conference management system. Only registered users can be allowed to enter the conference sessions that are only reserved for them. Registered Users can be separated into three groups the Department Administrator, Conference Scheduler and Normal User. Their descriptions are as below:

Department Administrator: There can only one department administrator in each department group, this administrator can change the personal details, manage same and lower level departments and users. The administrator can also schedule conference sessions and manage conference sessions, do conference session queries and other functions.

Conference Scheduler: As the conference scheduler, that person is responsible for conference session reservation, conference notification, and other related conference management functions. This role is usually given to the department using the video conferencing system.

Normal User: These users are able to enter registered users only conference sessions, these user accounts also have their own network file storage folder, which they can manage. After signing on to the conference management system, these users are able their sign on password, personal details, etc.

Each Registered User is allocated an online file folder on the conference server, this is used to store files that are preloaded by the user, and the default space given of folder is 8MB.

2.1.3 Unregistered User

Unregistered users can be allowed to participate in public conference session. The word "<" and ">" would be added before and after the unregistered user's nickname. All unregistered users share a file folder to store files which are shared during the conference session. The default storage space given to this file folder is 100MB.

2.2 User Access Rights

All participants in a V2 conference session are known as users. Based on the level of user access rights in V2 Conference, these users can be classified into conference moderator, conference user, guest user and extended user. It is through the various different passwords set by the conference scheduler that determines the access rights of the particular user, when using it to enter the conference session.

Both registered and unregistered user can apply to be the moderator in the conference session. The moderator has the highest level of access rights in the conference session. For more details on the level of access that each user has, please refer to Chapter 7: V2 Conference Client.

2.3 Types of Conference

Based on different approaches in conferencing, V2 Conference allows for users to initiate an instant conference session either during IM (Instant Messaging) or in a scheduled conference session which is set by the conference scheduler.

2.3.1 Scheduled Conference

Scheduled conference sessions are created by the conference scheduler in the conference management system. According to different identity authentication needs, the conference scheduler will then setup a conference session suitable for each occasion.

2.3.2 Instant Conference

Instant conference session invites can be sent by any registered user to other registered users while in the IM system, as long as one of the user invited is in agreement, then instant conference can then start, which by default the one who initiated it would be the conference moderator. The maximum time limit for such a session is one hour and such users are all registered users.

Only the system administrator is allowed to view the instant conference session information in manage system.

2.4 Conference Modes

Based on different conference approach, there are two kinds of conference modes in V2 Conference, Free Mode and Moderator Mode.

2.4.1 Free Mode

In free mode, user takes control of their own speech, presentation, video and other conference operations by themselves. If the number of users requesting to speak or use data collaboration tools has hit the maximum limit that the system can handle, the rest of them would be put on pending request status, pending the release of a free slot by current users, the system would then assigned the free slot to the next available user based on a first come first served basis.

2.4.2 Moderator Mode

In moderator mode, all the conference operation/control rights are controlled by the conference moderator. During a conference session, only the conference moderator can set the conference to moderator mode.

Chapter 3 The Conference Management System

The videoconferencing system uses an online web login approach to sign on to it, in the address bar of the browser just type in the address of the main conference server, e.g. http://202.196.56.123 and press enter. The main logon screen would be shown as below:

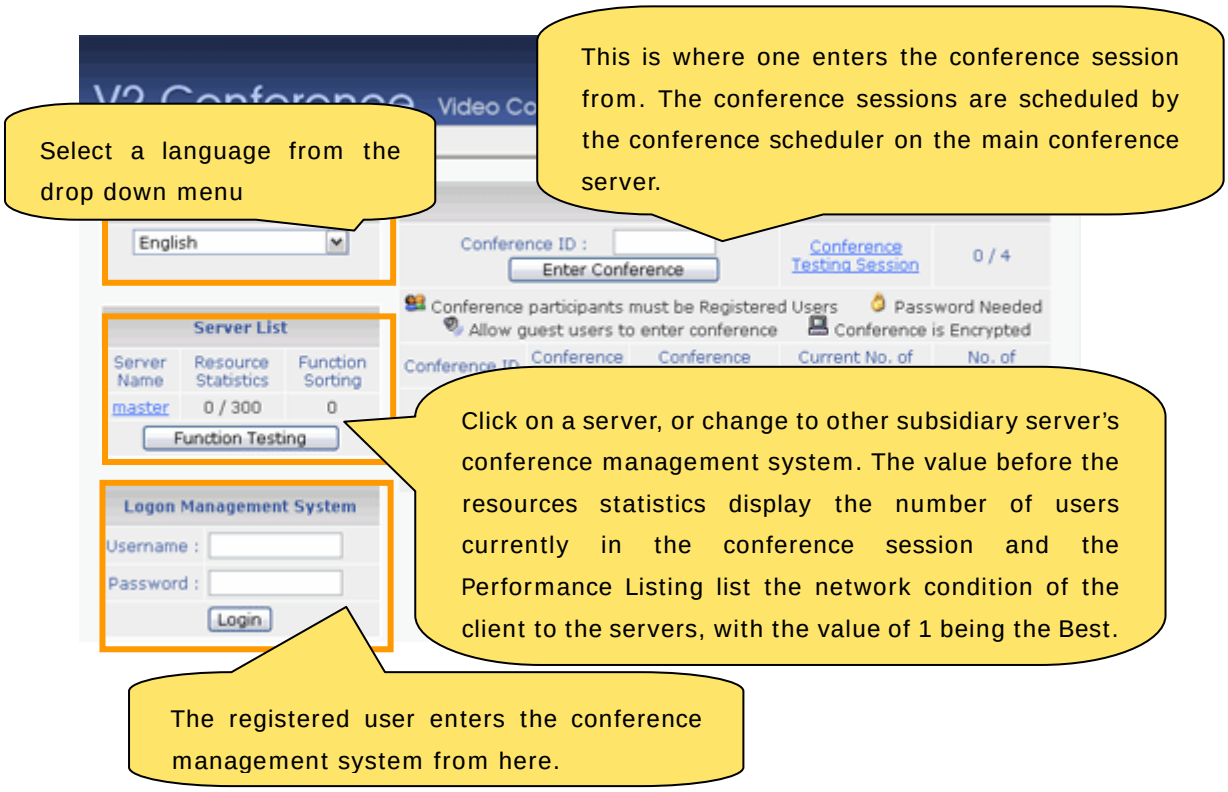

Select a language from the drop down menu
This is where one enters the conference session from. The conference sessions are scheduled by the conference scheduler on the main conference server.
English
Conference ID :
Enter Conference
Conference Testing Session
0 / 4
Conference participants must be Registered Users
Password Needed
Allow guest users to enter conference
Conference is Encrypted
Server List
Server Name
Resource Statistics
Function Sorting
master
0 / 300
0
Function Testing
Logon Management System
Username :
Password :
Login
Click on a server, or change to other subsidiary server's conference management system. The value before the resources statistics display the number of users currently in the conference session and the Performance Listing list the network condition of the client to the servers, with the value of 1 being the Best.
The registered user enters the conference management system from here.

Figure 3-1

There are three types of Registered User that can login to the conference management system, they are:

3.1 Department Administrator

The department administrator is created by another administrator at the higher level of the conference management system. In a department group, there can only be one system administrator.

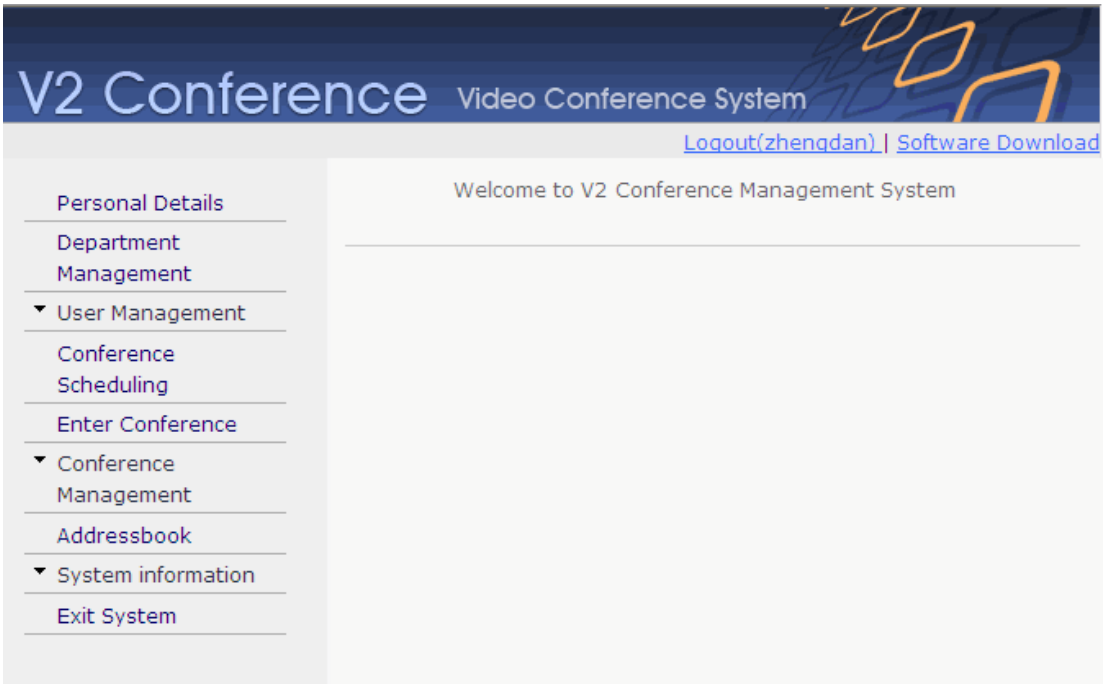


Figure 3-2

3.1.1 Personal Details

Figure 3-3

I. Change Password

To change password, just click on "Change Password" to display the change password page. Enter the old password, enter and reconfirm new password, and click “Submit” to complete the change.

II. Edit Personal Details

Click "Edit Personal Details" to modify the personal information. After entering the latest personal information, click “Edit” to complete the change. Both email address and user’s name must be filled in.

3.1.2 Department Management

When the system administrator signs on to the department management page, the organization structure of the department and its subsidiary departments below it would be displayed.

Click on “Department Management” to display the below image, as shown below:

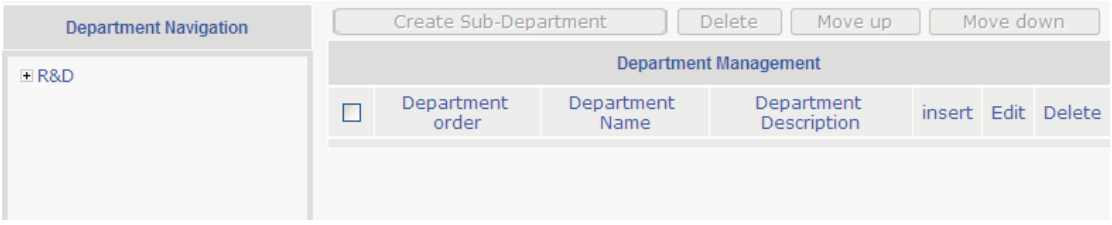


Figure 3-4

In the system, the department would be shown in a directory tree structure. Click on the navigational link of the department’s name to display the information of the departments that are under it. From this page, it is also possible to create new subsidiary departments or modify existing department details, as shown below:

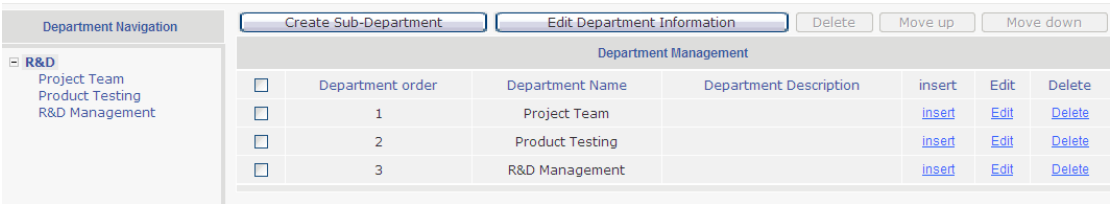


Figure 3-5

I. Create Sub-Department

Click on “Create Sub-Department”, as shown below:

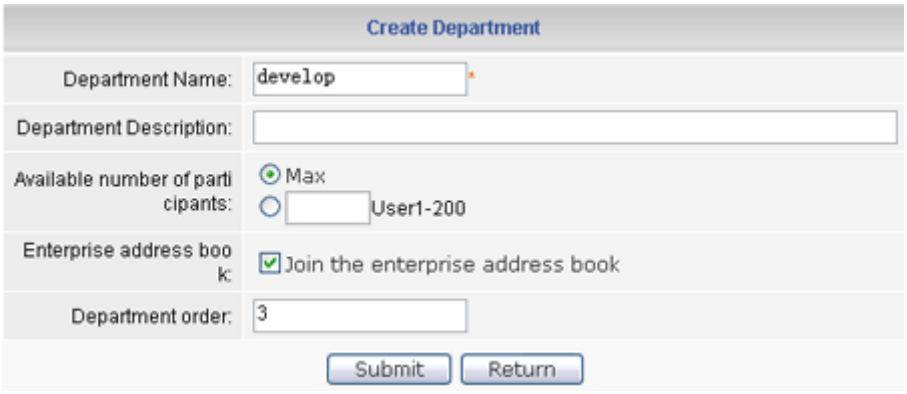


Figure 3-6

Enter the name and description for the new department, enter the available number of participants, the explanation of two options as follow:

- "Max" is no limit, the available number of participants is its superior department's available number.
- If you select enter the number, the available number of participants is this value, prompt number is the available number of its superior department.
- Default is the maximum.

Enterprise address book is set the local department users or sub-departments and their users are attributable to the enterprise address book by the system administrator or department administrator. If selected, the department is attributable to the enterprise address book.

Note:

- If a department is attributable to the enterprise address book, the sub-departments and users under the ownership of the enterprise address book will be displayed in the book.
- If a department is not attributable to the address book, together with the sub-departments and users will be not displayed in the book.
- If the attributes of a department are revised, the attributes of all its departments and departments' users will not change.
- Users attributable to the enterprise address book can view the book, and use the related functions, users not attributable to the enterprise address book cannot see it.

The department's name must be filled in. Same level of department group cannot have the same name. After it, click "Submit".

Input the department order number in "Department order"， when you enter the conference, user list will display the departments according to these orders. The value in the input box is by default the existent maximum number +1, user can modify it manually. When the input number exists already, save this number, and all the latter number +1.

II. Modify Sub-Department details

Click the "Edit Department Information" button from Figure 3-5 to modify the information about the admin's department. The Department Name field must be completed.

If users reduced the number of the department's conference users, it will pop up the dialog box below. Click "Submit" button to finish the modification.

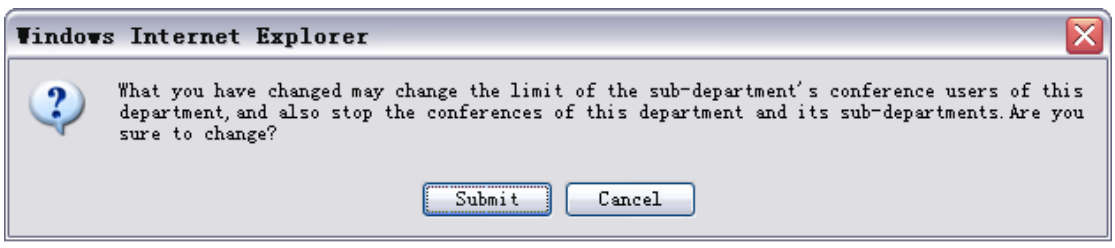

Windows Internet Explorer
What you have changed may change the limit of the sub-department's conference users of this department, and also stop the conferences of this department and its sub-departments. Are you sure to change?
Submit
Cancel

Figure 3-7

III. Insert department

Click “Insert” to insert a department above current department, and current department and its latter department order number +1.

Tick off the department which needs to move, click “Move up” and “Move down” button.

IV. Delete department

Click the “Delete” to delete an existing department. Meanwhile, all users in this department may also be deleted. Click the “Edit” in the department list to open the page where you may organize the information about existing sub-departments.

3.1.3 User Management

Department users are classified into three categories: Department Administrator, Conference Scheduler and Normal user.

Department Administrator: each department may only have one admin, who is entitled to modify personal information, manage his/her department and sub-department and users, and carry out such actions as conference booking, conference management and conference reviewing. The highest level of admin is called system admin (admin user), who cannot be deleted and is entitled to perform such actions as server configuration and startup.

Conference Scheduler: also the registered user, the booking user may attend the conferences that only registered users are allowed to attend. Meanwhile, the booking user has such privileges as conference booking and conference notification.

Normal User: common user may attend the conferences that only registered users are allowed to attend. The common user cannot book a conference.

Proceeding to the creation of department users, the department must be created. The “User Management” menu has two sub-menus, the “Search for a User” or “User Management”.

I. Search for a User

Click the “Search for a User” icon in the “User Management” menu to open the following page when you may search for a user.

Figure 3-8

Select user type: all user, department admin, conference scheduler or normal user.

Enter searching keywords and click “Query”. Users who match the keywords will be displayed. If no matched user is available, the message “No records found based on conditions stated” written in red color will be posted on the top of the page.

II. User Management

Click the “User Management” icon in the “User Management” menu to open the following page.

Figure 3-9

The admin may display the user information of one department by clicking its name in the Department Navigation box. See the following figure. The admin may create new users or modify existing users’ information or arrange their sequence.

Note:
Only other users in the department are displayed. The admin’s information is not displayed.

Figure 3-10

- Create a User

Click the “Create user” button in the above page to display the page where a user is created. The admin enters the user’s information. Then, click “Submit”. Such fields as username, real name, user password, password confirmation, user title and email must be completed. User name and company name cannot exceed 64 characters while real name, post, and location cannot exceed 32 characters.

Input the user order number in “Department user serial number”. The value in the input box is by default the existent maximum number +1, user can modify it manually. When the input number exists already, save this number, and all the latter number +1.

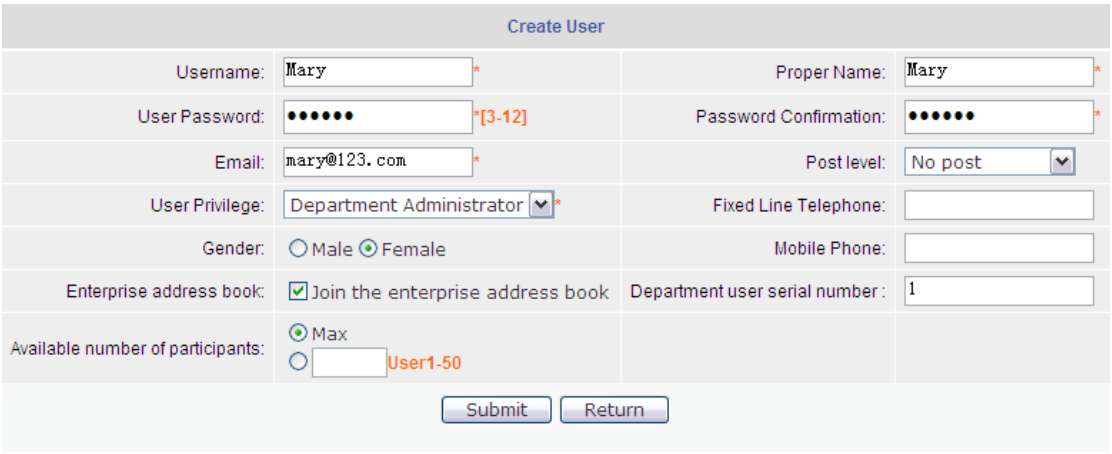


Figure 3-11

Note:

When the conference scheduler of the limited resource departments wants to schedule a conference, the number of participants is the department resources available.

- Export data

Click "Export data" from the *Figure 3-9* above, admin can export all the current users' information to the local PC in the text format of "users.txt".

- Import data

Click "Import data" from the *Figure 3-9* above, to display the image below. Admin can import the users' information of local place (fixed format) to the system. Click "Browse" button, select text file, and click "Submit" button, import the data, you can see the "Create user results in batches", then the users imported successfully.

Figure 3-12

- Modify User Information

The admin may maintain the user information.

To delete a user, click the "Delete".

Click the "Change Password" to display the page where the password change is made. After entering new password and confirming, click the "Submit" button to end the change.

To display user's personal information, click the "Edit". After making changes, click the "Modify" button. The email and real name fields must be completed.

To delete a user, click the "Delete".

3.1.4 Conference Scheduling

The system administrator has the conference scheduling privilege.

I. Set Conferencing Parameters

Click the “Conference Scheduling” icon to display the following page.

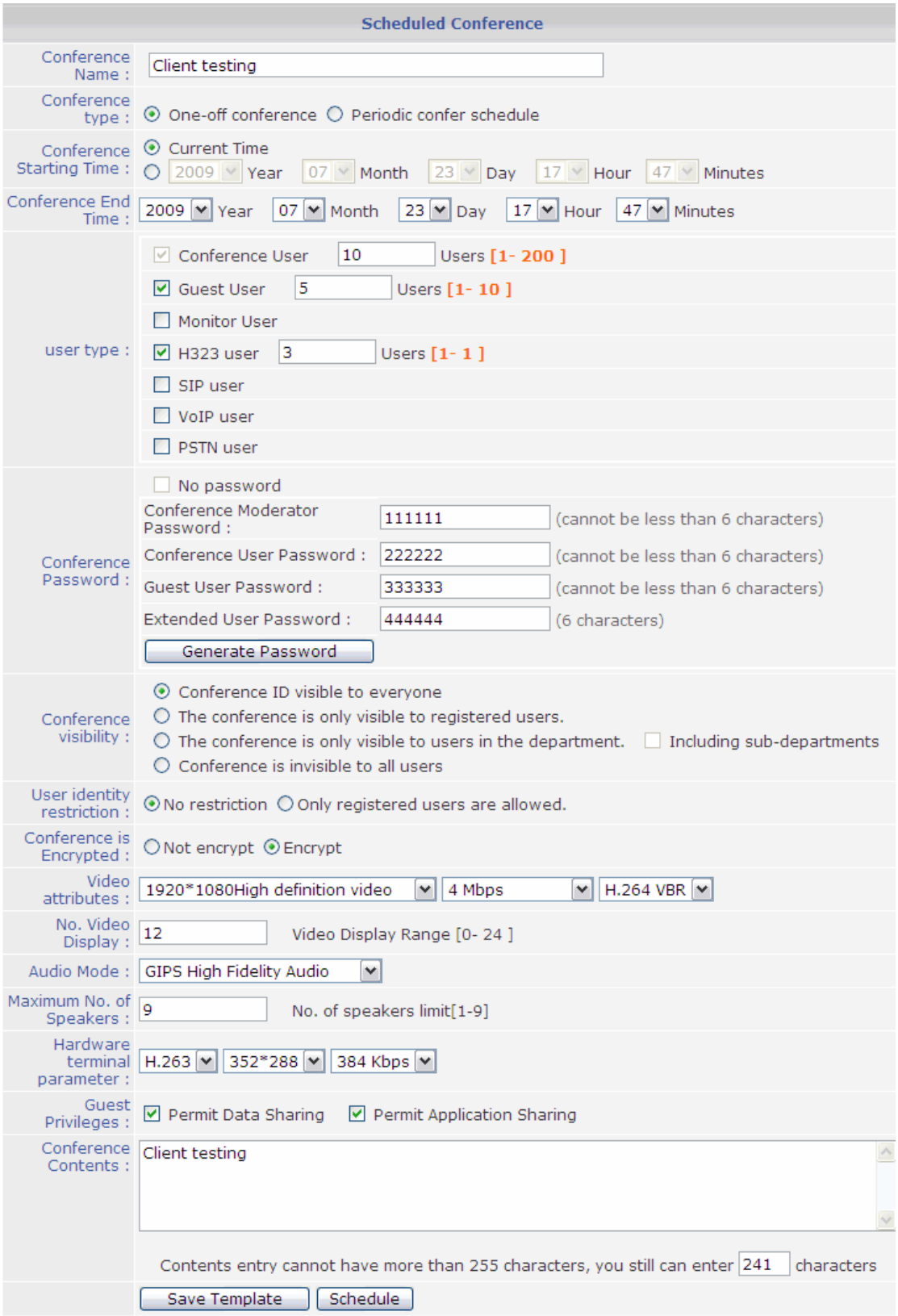

Scheduled Conference
Conference Name :
Client testing
Conference type :
One-off conference
Periodic confer schedule
Conference Starting Time :
Current Time
2009 Year 07 Month 23 Day 17 Hour 47 Minutes
Conference End Time :
2009 Year 07 Month 23 Day 17 Hour 47 Minutes
user type :
Conference User 10 Users [1- 200]
Guest User 5 Users [1- 10]
Monitor User
H323 user 3 Users [1- 1]
SIP user
VoIP user
PSTN user
Conference Password :
No password
Conference Moderator Password : 111111 (cannot be less than 6 characters)
Conference User Password : 222222 (cannot be less than 6 characters)
Guest User Password : 333333 (cannot be less than 6 characters)
Extended User Password : 444444 (6 characters)
Generate Password
Conference visibility :
Conference ID visible to everyone
The conference is only visible to registered users.
The conference is only visible to users in the department.
Including sub-departments
Conference is invisible to all users
User identity restriction :
No restriction
Only registered users are allowed.
Conference is Encrypted :
Not encrypt
Encrypt
Video attributes :
1920*1080High definition video
4 Mbps
H.264 VBR
No. Video Display :
12
Video Display Range [0- 24]
Audio Mode :
GIPS High Fidelity Audio
Maximum No. of Speakers :
9
No. of speakers limit[1-9]
Hardware terminal parameter :
H.263
352*288
384 Kbps
Guest Privileges :
Permit Data Sharing
Permit Application Sharing
Conference Contents :
Client testing
Contents entry cannot have more than 255 characters, you still can enter 241 characters
Save Template
Schedule

Figure 3-13

Booking a conference involves a group of parameters, which are set to define the conferencing resources to be used. Explanations to the parameters are as follows.

Conference Name

The length of the conference name should not exceed 64 characters.

Conference Type

System provides two kinds of conference types: One-off conference and Periodic confer schedule.

One-off conference: The scheduled conference occurs only one time.

Periodic confer schedule: System can schedule the conference automatically according to the user's setting in conference recurrence frequency parameters. That is, at the end of each meeting, the next conference will be scheduled automatically.

Conference Starting / End Time

Select the start time and end time of the conference. The start time may be the current time or a future time. If required, conference time may be prolonged during a conference, please see the "Conference Mamagement" page. The end time cannot be earlier than or the same as the start time.

When the user select Periodic confer schedule, the meeting time will display as shown below:

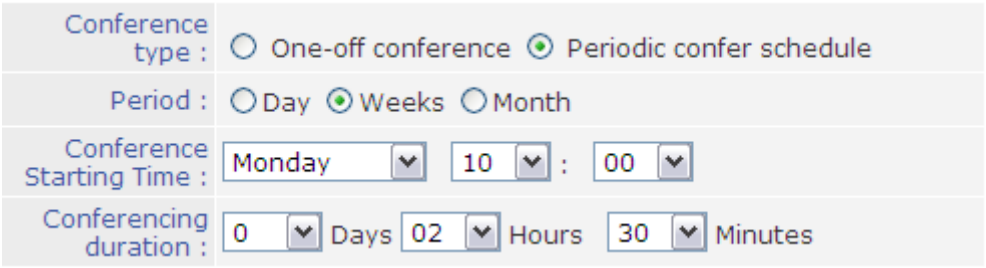


Figure 3-14

There are three recurrences frequency-Daily, Weekly or monthly-with which user wants the conference to recur. User can select the start time and duration for the conference. After scheduling a conference，the system would schedule the next meeting automatically at the end of each conference. In this way, the scheduling operations should be much more simplified.

User Type

Choose which users can attend the conference. After checked the user type, the "No. of Attendees" dialogue will appears on the right side. The maximum amounts of participants are up to the encrypted device.

Note：

If the actual allowable amount in the security dongle is zero, the corresponding options of the user are invisible.

Conference Password

Set the password for the user who wants to enter the conference. If the “Guest User” option is checked, a password is needed. All the passwords will not be hided.

For different user, different password is needed. Otherwise, the system cannot identify the user. Click the “Generate Password” under the Password List. A random 6-digit password will be generated by the system by the system for each kind of user.

If you have not selected “Password Needed” option, the page for you to enter password will not be displayed. A random 6-digit moderator password will be assigned by the system, allowing you to view or modify conference code in the “Conference Mamagement” page.

Conference Visibility

Choose which users can see the conference ID: everyone, registered users or the users in the unit. After login the management system, users can see the conference on the conference list page of the conference management system with view permission; otherwise, can’t see the conference. User need to key in the conference ID or click on the URL sent via email notification to enter the conference for high conference secrecy and security. If the “Including sub-units” option is checked, the conference ID would be visible to everyone in the sub-units of the scheduler on the conference list page.

Note：

The main conference server logon page only display the scheduled conferences which are visible to everyone.

User Identity Restriction

“No restriction” is means that everyone can enter the conference session.

“Only registered users are allowed” is means that only the system’s registered user would be allowed to enter the conference.

Conference is Encrypted

The “Encrypt” option allows you to offer SSL-based security mechanism to conference parameter, improving your conference security.

Video Attributes

Video Attributes setting include video type, network bandwidth and video code, details are as follows.

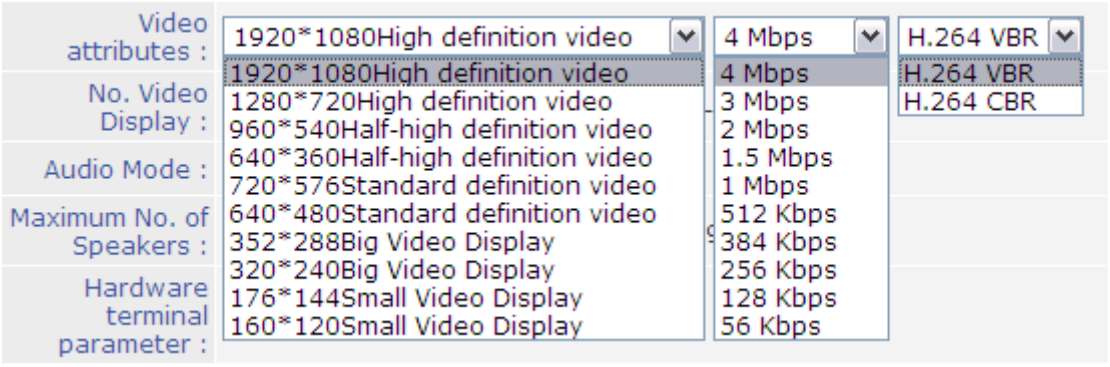


Figure 3-15

- **Video Type**

You may select your desired video resolution by the following available options. System provides ten options for you to choose from. System displays “Big Video Display (320*240)” by default.

Note:

To improve quality of higher video, you need higher bandwidth. You may select your bandwidth by referring to the following table.

Video size	Bandwidth
1920*1080	Over 3-4M
1280*720	Over 1-2M
960*540	Over 1024K
640*360	Over 800K
720*576	Over 1024K
640*480	Over 800K
352*288	Over 512K
320*240	Over 400K
176*144	Over 256K
160*120	Over 200K

- **Network Bandwidth**

To efficiently manage conference bandwidth, you may select desired bandwidth according to your actual network bandwidth. The bandwidth selection is based on the client uplink bandwidth size. Normally it is preferred that the bandwidth matches the actual bandwidth.

Normally 56K and 128K for narrowband, 256K to 4M for broadband depending on actual bandwidth. System displays 256K by default.

If the security dongle does not support high definition video, the option"3M" and "4M" can not be seen.

- **Video Code**

The user would select video code of the conference, there have four options: H.264 VBR、H264 CBR、MPEG-4 and H.263. MPEG-4 fits to the worse network status, H.263 is mostly used in the communication with H323 equipment, and H.264 fits to all the network status, and saves 30% of the bandwidth. H.264 VBR is H.264 variable bandwidth. H.264 CBR is H.264 stable bandwidth.

No. Video Display

The maximum remote videoconferencing windows that can be connected at the same time. Appropriately setting this option allows you to optimally use and control your network bandwidth. This amount is decided by the encrypted device.

Audio Mode

If the security dongle supports GIPS audio technology, there are six options to choose from: GIPS Broadband, GIPS Low Bandwidth, GIPS High Fidelity, CELP, G723plus and G.723. As shown below:

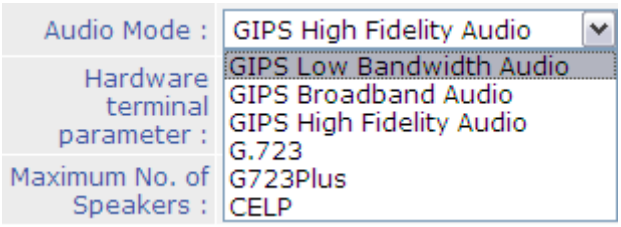


Figure 3-16

The first three options utilize GIPS technology, which has better sound quality than the last three audio options. GIPS High Fidelity has the best audio quality, the audio quality from GIPS Low Bandwidth is a bit poor, sound quality of GIPS Broadband is a compromise of both options. The last three options do not utilize GIPS technology, the first one, G.723 consumes the least amount of bandwidth but the audio quality is quite poor. The other option CELP provides the best audio quality but consumes the most bandwidth. The second option G723plus is a compromise of both in terms of bandwidth and audio quality, the better the audio quality, the higher the bandwidth needed. If there is a need for more than 9 concurrent audio channels (more than 9 speakers), the user would have to select the three non-GIPS enhanced options.

If the security dongle does not support GIPS audio technology, there would be only three options to choose from. The first one, G.723 consumes the least amount of bandwidth but the

audio quality quite poor. The other option CELP provides the best audio quality but consumes the most bandwidth. The next option G723plus is a compromise of both in terms of bandwidth and audio quality.

If the maximum amounts of concurrent audio channels in the security dongle are less than 9 (less than 9 speakers), there would be only the first three options to choose from: GIPS High Fidelity, GIPS Low Bandwidth and GIPS Broadband.

Hardware terminal parameter

Hardware terminal parameters include video code, video resolution and video bandwidth. If the soft dog does not support H323 server, this item will not display. If the conference is scheduled, administrator can modify this parameter of future conferences, and not allowed in the current conferences.

After checked the H.264, the “coded mode” dialogue will appears on the right side. There are two options under the drop down menu: H.264 VBR and H.264 CBR. H.264 VBR is H.264 variable bandwidth. H.264 CBR is H.264 stable bandwidth.

Maximum No. of Speakers

The amount of speakers is decided by the audio mode.

If the encrypted device supports the GIPS voice technology and the amount of audio channels are higher than 9, the audio modes that supports GIPS voice technology may be selected, with up to 9 speakers allowed; alternatively, you may also select the audio modes that don’t support the GIPS voice technology. In this case, the maximum amount of speakers is equal to the maximum amount of audio channels allowed by the encrypted device and the number of speakers must be higher than 9.

If the encrypted device supports the GIPS voice technology and the allowable amount of audio channels is no more than 9, you must use the GIPS voice technology, with the maximum amount of speakers equaling to the maximum amount of audio channels allowed by the encrypted device.

If the encrypted device doesn’t support the GIPS voice technology, the maximum amount of speakers is equal to the maximum amount of audio channels allowed by the encrypted device.

Guest Privileges

If guest users are allowed to participate in the conference, the guest privileges should be selected, including “Permit Data Sharing” and “Permit Application Sharing”.

If the encrypted device does not provide guest user resources or guest users are not allowed to participate in the conference, this option is not available.

Conferencing Contents

The entered contents should not exceed 255 characters.

II. Save the Template

The admin user has a private conferencing template for conference booking, with which the desired conferencing parameters are configured.

After the setup being completed in the “Scheduled Conference” window, click the “Save Template” at the bottom of the window, all the current conferencing information (not including the conferencing time) will be saved in the template for later retrieval.

III. Schedule a Conference

After setting up the parameters, click the “Schedule” button located at the bottom of the page to complete the booking.

If the system resources used by your conference booking exceed available system resources, the system will display the prompt: Conflicting system resources. You may change your conferencing schedule or release some currently used resources. The available system resources (including concurrent conference room amount and maximum amount of participants) are up to the encrypted device.

If there are sufficient conferencing resources, the system will prompt that conferencing is completed. Meanwhile, conference information such as conference name and user password is displayed as shown in the following figure.

Conference successfully scheduled

Conference ID	Conference Name	Conference Password	Conference Time	Conference Contents	Conference Settings	Conference Notification
764082	test	Conference Moderator : 111111 Normal : 222222 PSTN Connection Password : 444444 Other connecting password : 9 764082 444444 Guest : 333333	2009-02-20 10:58:25 -- 2009-03-20 10:55:00		Conference participants can be Unregistered Users Conference ID is Visible to All Audio Mode: GIPS High Fidelity Audio No. of Speakers : 9 Normal : 20 Users Guest : 5 Users Allow Data Sharing Allow Application Sharing Big Video (320*240) Network Bandwidth : 256 Kbps No. Video Display : 24 Conference is Not Encrypted Video code : H.264 VBR Hardware terminal parameter : H.263 352*288 384 Kbps	

Return Add Conference Agenda

Figure 3-17

Conference Notification

To send conference notification to participants, click the “Conference Notification” button. See the following figure.

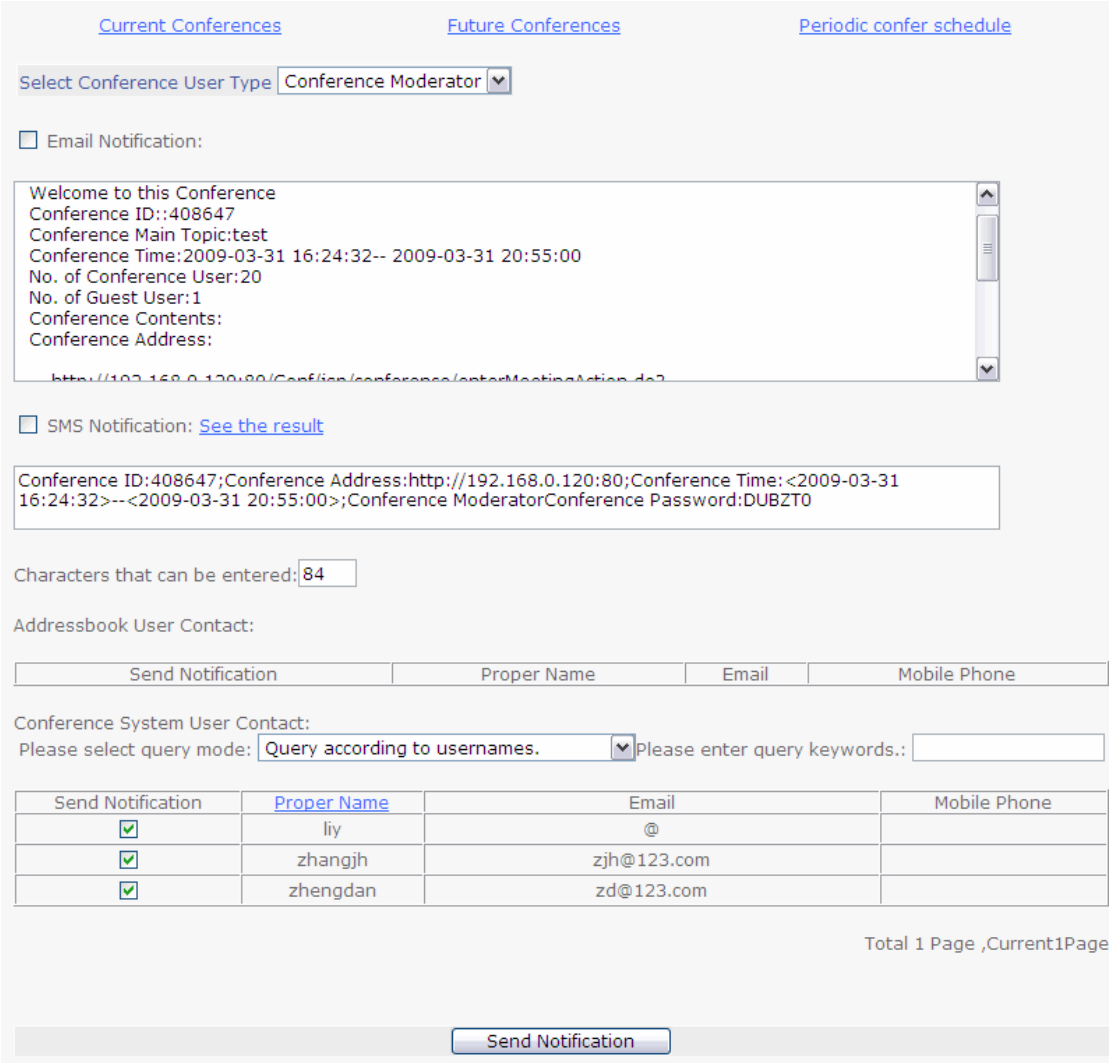


Figure 3-18

You may send instant message notification and email notification at one time or send them separately. The recipient may be the contact in your address book or your company. You may edit your instant message in the inputting field, with up to 70 characters to be entered. If the recipient’s mobile phone number is not available, you cannot send instant message to this recipient.

Select desired participant type, notification type and recipient, then click “Send Notification” button. You will see the sending success or failure information to be displayed. In the event of sending failure, check to ensure that you have your email and IM server properly configured.

Add a Conference Agenda

To set up a conference agenda, click the “Add Conference Agenda” at the bottom of the Figure 3-17 and set up the parameters, as shown below:

Figure 3-19

The user may choose to add a conference agenda, modify or delete the existing agenda.

While the admin may specify the time and content of an agenda, he/she is not entitled to perform any action (opening a file or web page, etc.) on the agenda. Only the moderator is allowed to perform an action on the agenda. Only the moderator is allowed to carry out the agenda, provided that he/she has got the presentation access right. If the moderator changed the ongoing agenda, the agenda in the management system will remain unchanged. In this case, when all the users quit the conference and the conference is then re-entered, the system will continue to execute the related agenda in the management system.

The system administrator can modify all of the conference agendas; the department administrator can only modify the conference agendas that scheduled by their own department.

3.1.5 Enter a Conference Session

To join a conference session, click on "Enter Conference".

Figure 3-20

This page lists out all the current conferences sessions (this does not include future conference session, instant conferences, or conference sessions which are invisible). In order to enter any of these conference sessions, the user would need to enter the conference ID or click "Enter Conference' of the related conference session to enter.

3.1.6 Conference Management

The admin may view and manage the conference booked by peer or inferior users (including sub-admin) as well as instant conference.

I. Conference Management

Click the “Conference Management” icon under the “Conference Management” menu to display the current conference list. You may click the “Current Conference” icon or “Future Conference” icon on the top of the page to switch the page. The conference list is shown as follows. Performing procedure of the future conference is similar with the current conference.

Figure 3-21

Detailed Information: to view conference details, click the “Detailed Information” icon .

Edit Conference: to modify conference information, click the “Edit Conference” icon . For the current conference, you may modify the conference password, prolong conference time or add participants. Having done that, click the “Submit” button. For the future conference, you may modify all the conference information.

Edit Agenda: click the “Edit Agenda” icon to add a conference agenda, modify or delete an existing agenda.

Conference Notification: click the "Conference Notification" icon to send email or instant message to the participants.

Conference Log: click the "Conference Log" icon to view the conference log information.

Conference Evaluation: click the "Conference Evaluation" icon to set up the content of evaluation and view the results submitted by the user. Details are as follows.

- **Create a new conference evaluation**

Click on the "conference evaluation" icon to show the page as shown below.

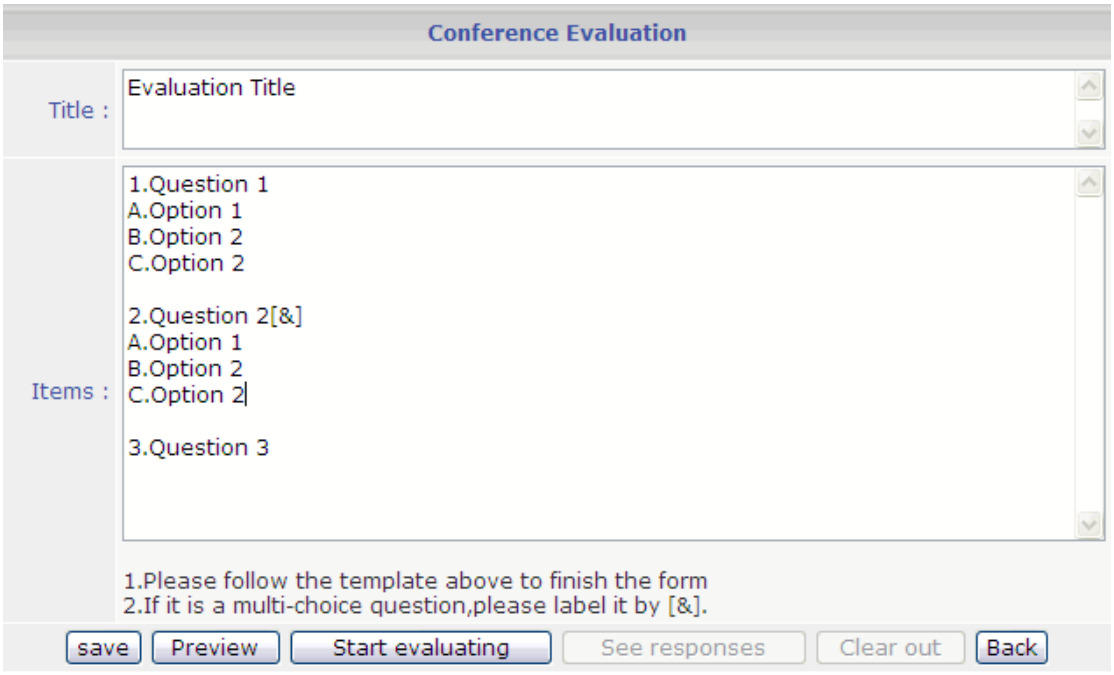


Figure 3-22

Title: The subject of the conference evaluation. The length of the title should not exceed 128 characters.

Items: The conference evaluation questions and options.

Note:

- Different topics separated by blank lines.
- If there is no "[&]" after the question, it means is a single choice question; otherwise it's a multiple choice question; If the question only have one row and without options, that is means is a essay question.
- Conference evaluation can't be edit any more if has been saved, but it can be deleted and create a new one.

After completed the settings above, user can click “save" to save the conference evaluation. Users also can click "Preview" button to view the contents of evaluation which have been set, as shown below.

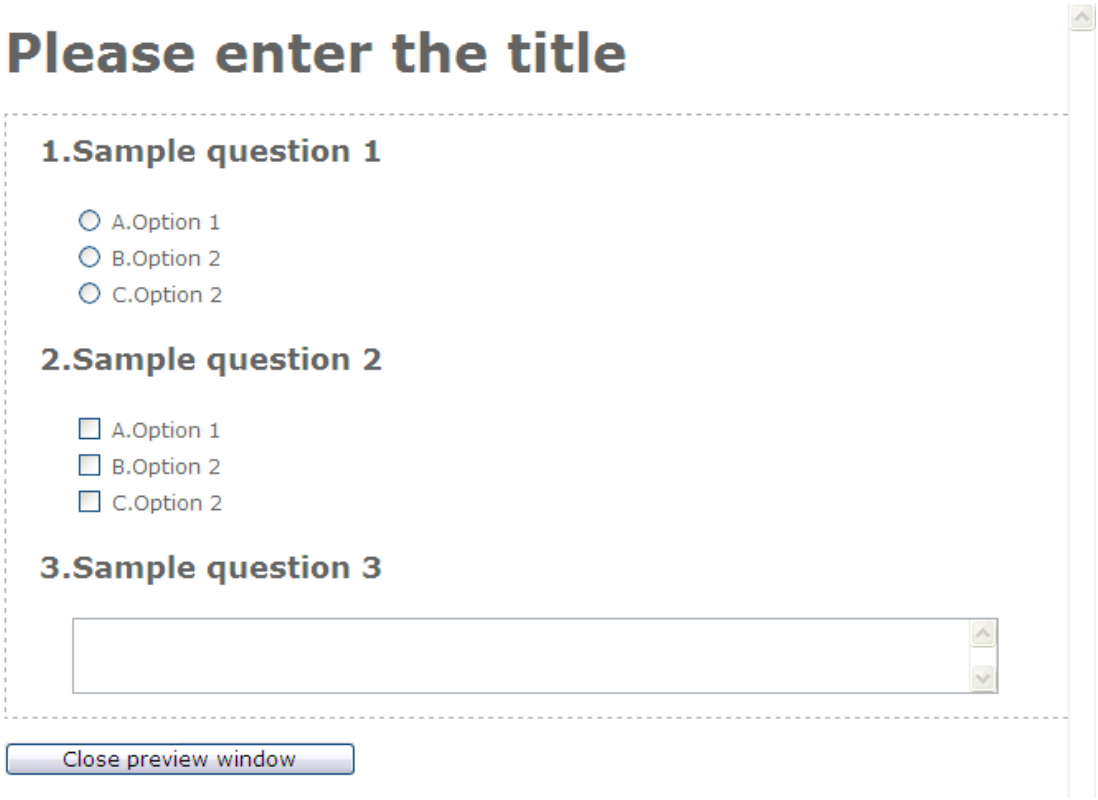


Figure 3-23

After completed the settings above, user can click “start evaluating" button to use this feature. The client will open the evaluation page automatically if users exit the conference.

- **View the results of evaluation**

After the user submits the conference evaluation, the icon in *Figure 3-21* will be displayed as , the administrator can click the icon to view the evaluation results page, as shown below.

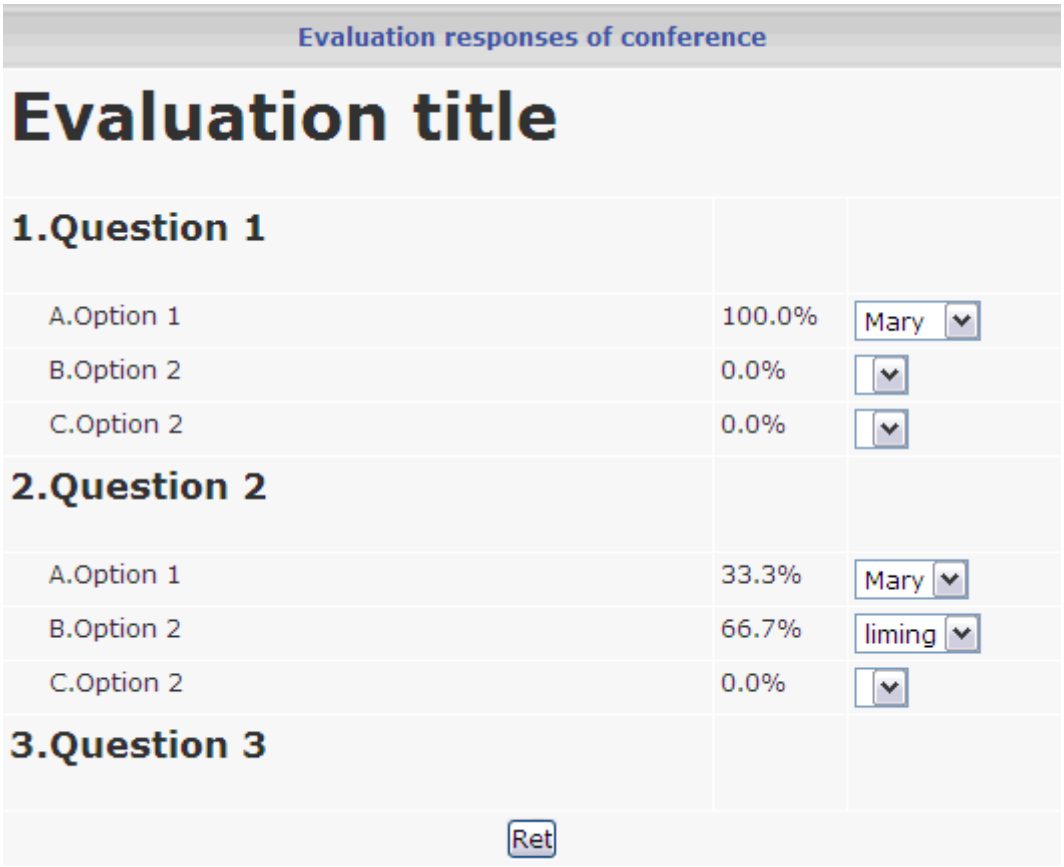


Figure 3-24

Note:

- Only the conference scheduler and administrator are allowed to use this function.
- The user can not evaluate the conferences which have been suspended, but the results of the evaluation before the suspension will be saved.

Delete Conference: click the “Delete Conference” icon to delete a scheduled conference. A conference that is deleted cannot be recovered.

Halt/Resume: click the “Halt” button, the encryption resources used by the conference will be released, and entry of the conference will be rejected. All the endpoints, if any, engaged in the conference will be disconnected, with no conference data to be saved.

After being paused, the button changes to “Resume”. Click the “Resume” button, the system will evaluate the encryption resources available. If there are sufficient resources available, the restoring will succeed, allowing users to re-enter the conference. If not, the system will prompt “Insufficient resources, conference restoring fails!”

The conference list in the management system window only displays the conferences that are currently not “Halt”. The system administrator may choose to pause and restore all the current conferences and future conferences.

The conference list of periodic confer schedule is similar with the current conference, but without the items of edit agenda and conference log.

Figure 3-25

Each periodic conference has the only conference ID, but each conference has its own time and log as an independent session, user can views conference information in the Conference Management.

Users can add the agenda for each periodic conference in the current or future conferences list.

II. View Conferences

The admin may view all the information about booked conferences and instant conferences (including paused conferences). Click the “Conference Query” icon to display the following page.

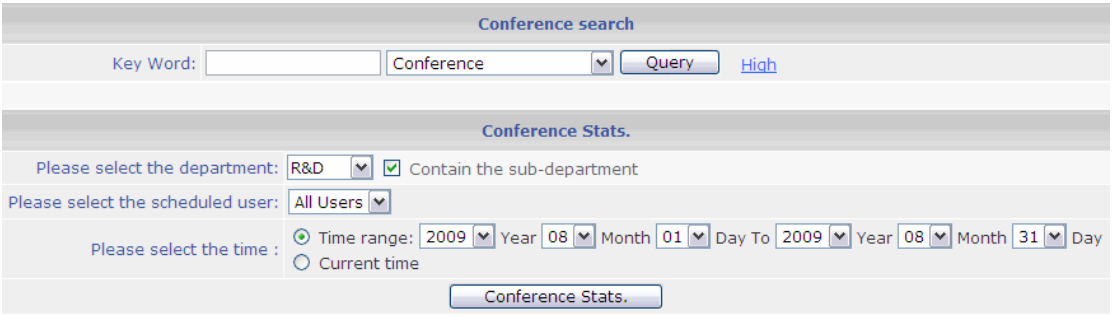


Figure 3-26

Conference Search

Users can select query mode from the drop down menu, conference or periodic confer schedule.

In proximity searches, input the keyword and click “Query”. Conferences which match the keywords will be displayed. The keywords include: conference ID, conference name, conference contents, etc.

Advanced options: Click "High" to display advanced options, conferences need to be consistent with the advanced options. The advanced options include: network bandwidth,

video type, audio mode and video code. In advanced searches, users can search for the conferences exactly by the checked advanced options; select “simple” to proximity searches.

Resource Statistics

Select the department, the scheduled user and the conference time to view the conferences.

Each periodic conference should be added to the statistical data as an independent session.

3.1.7 Address Book

Admin has a special address book, allowing contact information to be maintained. After scheduling a conference, Admin may directly send conference notification to the contact person in the address book. Click the “Address Book” icon to display the following page.

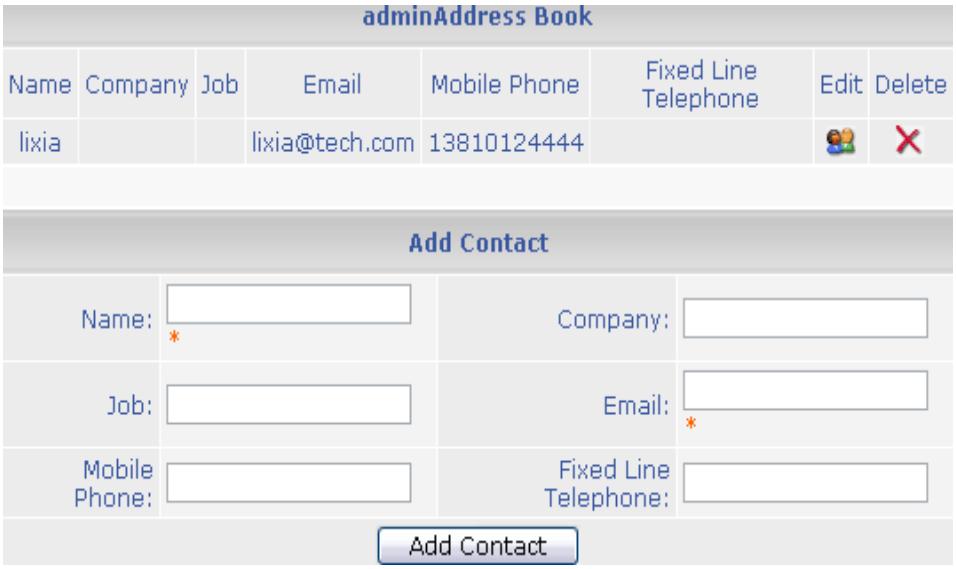


Figure 3-27

At the upper part of the page is the contact person list. To delete a contact person, click the “Delete” icon . Clicking the “Edit” icon allows you to modify contact person’s information.

At the lower part of the page is the Add a Contact box. The name and email field must be completed.

3.1.8 System Information

I. System Announcement

User can view the published announcements on the system announcement broad in the bottom left corner of the login page, as shown below.

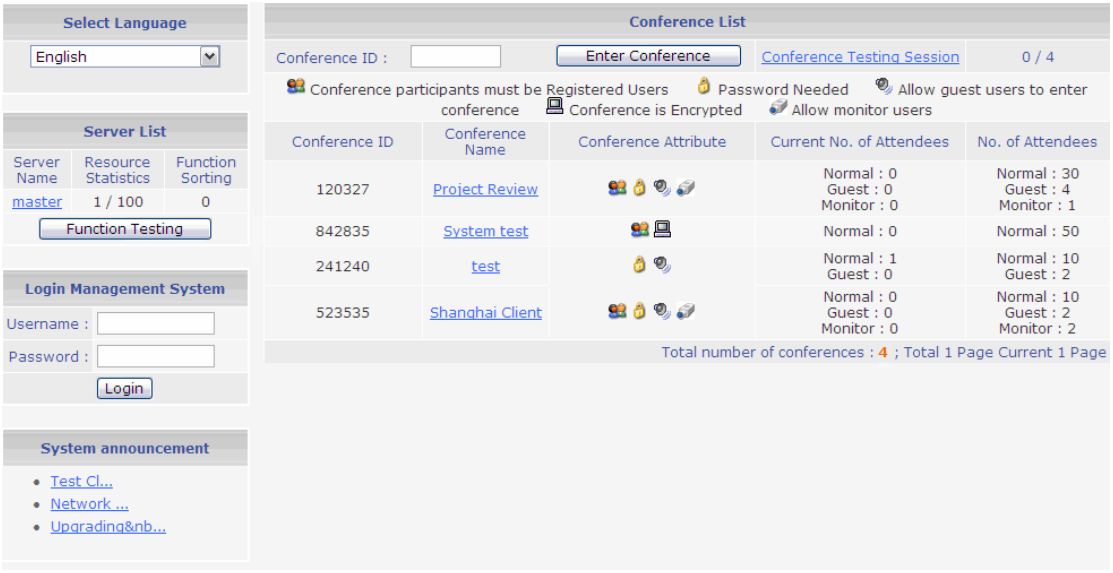


Figure 3-28

The “System Announcement” board can not be seen if there is no announcement be published.

If the system administrator deletes the announcement during the conference user viewing it, when the other user tries to view it again, the system would indicate “This announcement has been deleted”

Click on the announcement subject in the “System Announcement” board to display the details of the announcement, as shown below.

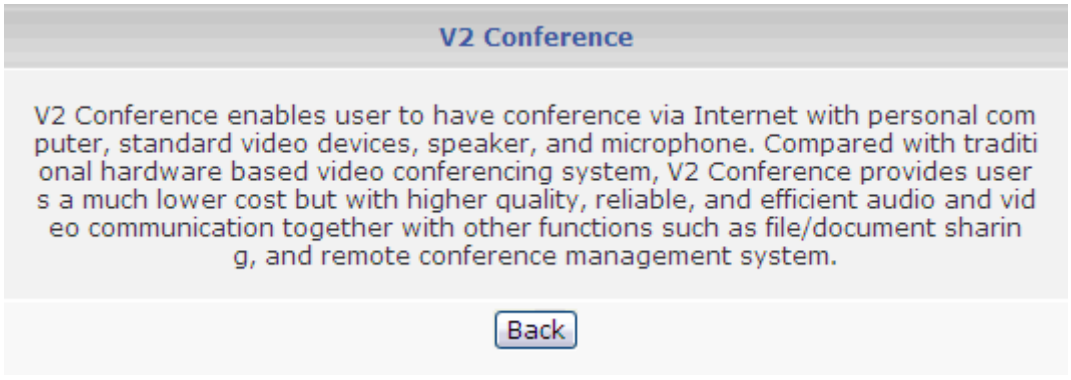

V2 Conference
V2 Conference enables user to have conference via Internet with personal com puter, standard video devices, speaker, and microphone. Compared with traditi onal hardware based video conferencing system, V2 Conference provides user s a much lower cost but with higher quality, reliable, and efficient audio and vid eo communication together with other functions such as file/document sharin g, and remote conference management system.
Back

Figure 3-29

II. System Broadcast

The system administrator can send system broadcast to all users to enable every user to receive the real-time system information conveniently. Click on the “system information” icon and then select “system broadcast” to show the page as shown below.

Figure 3-30

III. Send new broadcast

Click on the “sent new broadcast” icon to shown the system broadcast editing page, as shown below.

System broadcast
Receiving server :
Select All
Cancel all
master
Shanghai
Receiving confer. room:
Select All
Cancel all
Project Review
System test
Shanghai Client
test
Client test
Contents:
V2 Conference enables user to have conference via Internet with personal computer, stand ard video devices, speaker, and microphone. Compared with traditional hardware based vid eo conferencing system, V2 Conference provides users a much lower cost but with higher q uality, reliable, and efficient audio and video communication together with other functions s uch as file/document sharing, and remote conference management system.
Send
Cancel

Figure 3-31

- **Receiving server**

Choose which server can be allowed to receive the system broadcast.

- **Receiving confer. room**

Choose which confer room can be allowed to receive the system broadcast.

- **Contents**

The details of the system broadcast. The entered contents should not exceed 255 characters, Hyperlink is supported and the format is [url=http://www.v2tech.com] http://www.v2tech.com [/url].

After finished the setting above, click on the “send” icon to sent the broadcast to the users and confer room which can be allowed to receive and the system will display the message “system broadcast has been sent!”

3.1.9 Exit System

To quit the management system, click the “Exit System” icon returning to the login page. After you finish the work on the management system, don’t forget to quit the management system to ensure system safety.

3.2 Conference Scheduler

Once the conference scheduler has entered the username and password at the main conference management system, it would then show the welcome page as shown below:

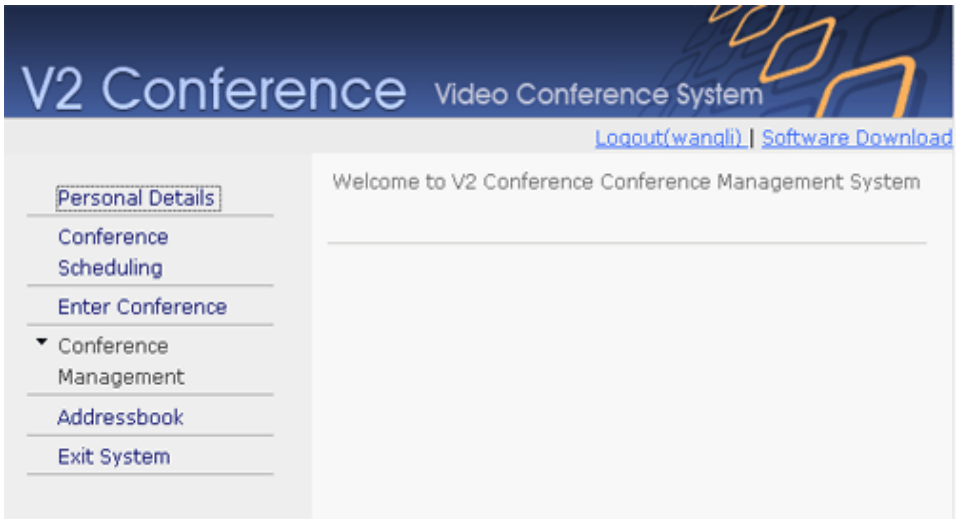


Figure 3-32

On the left is where all functions are located, select any one function on the left panel would display the relevant page on the right. Each conference scheduler would be able to schedule a conference session if there are enough resources available, but they are only limited to checking, modifying their own scheduled conference sessions, they are unable to delete conference sessions that they have created. For more details on the functions here, please refer to Department Administrator.

3.3 Normal User

This is the welcome page that normal users would see upon logging into the conference management system.

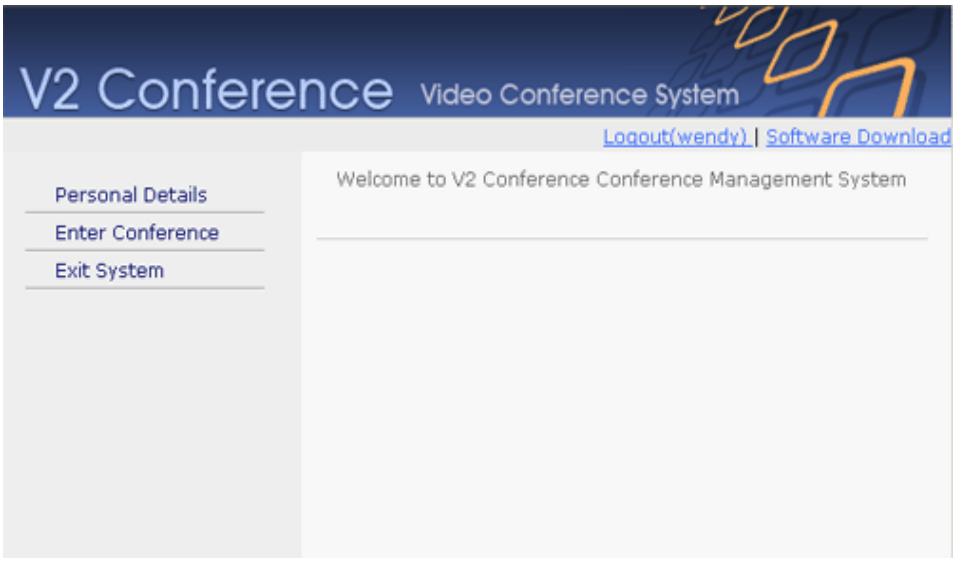


Figure 3-33

The functions here are the same as the department administrator and conference scheduler, for more details on the functions here, please refer to Department Administrator above.

Chapter 4 Client Software Installation

4.1 System Requirements

The below shows the system requirements for the client installation:

	Minimum Requirement	Recommended Requirement
CPU	Pentium III 800	Pentium IV 2.0G and above
Graphic card	Integrated graphics card	Independent graphics card
Memory	256MB	1G and above
	Supported Configuration	**Recommended Configuration**
Operating System	Windows 2000/2003/XP/Vista/7	Windows 2000/XP/Vista
		Recommended Device
Multimedia Devices	Video Capturing Devices(USB camera/ Analog camera + Video capture card), Sound Card, Headset/ Microphone + Speaker, Projector (optional), Wacom (optional)	

4.2 Client Program Installation

4.2.1 Installing the Control File

When accessing the first page of the conference management system, the system would prompt the user to download the control file, as shown below:

Internet Explorer - Security Warning
Do you want to install this software?
Name: ConfAUpdate.cab
Publisher: Beijing V2 Technology
More options
Install
Don't Install
While files from the Internet can be useful, this file type can potentially harm your computer. Only install software from publishers you trust. What's the risk?

Figure 4-1

Click “Install” to process, this file control only need to be installed once, this would not appear again, the next time when accessing the conference management system.

4.2.2 Installing the Client Software

By clicking on “Software Download” the upper right corner of the conference management system login page, a software download page would appear, this provides a complete installation file for the client software and links to other software downloads as shown below:

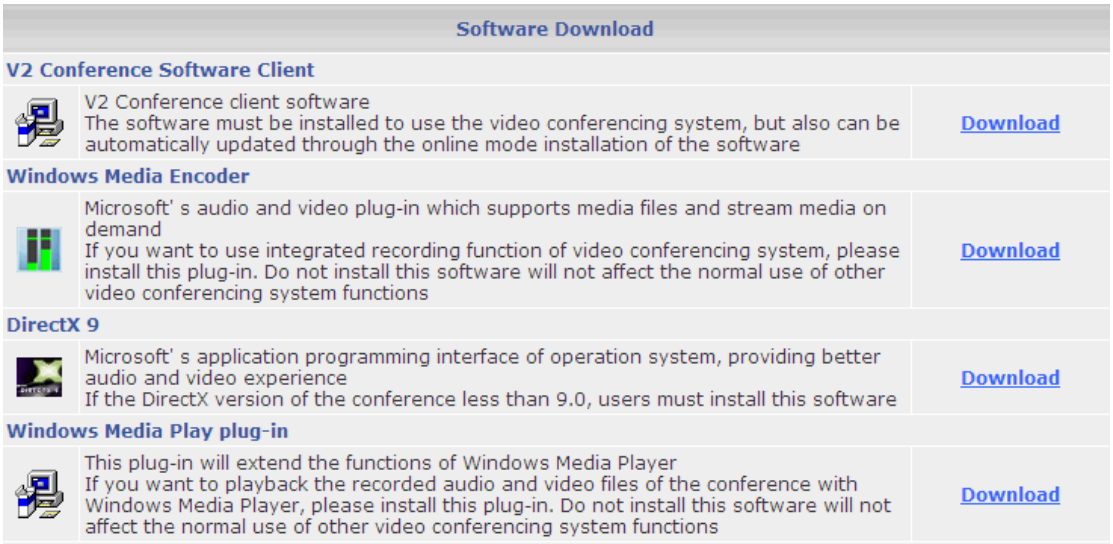

Software Download
V2 Conference Software Client
V2 Conference client software
The software must be installed to use the video conferencing system, but also can be automatically updated through the online mode installation of the software
Download
Windows Media Encoder
Microsoft' s audio and video plug-in which supports media files and stream media on demand
If you want to use integrated recording function of video conferencing system, please install this plug-in. Do not install this software will not affect the normal use of other video conferencing system functions
Download
DirectX 9
Microsoft' s application programming interface of operation system, providing better audio and video experience
If the DirectX version of the conference less than 9.0, users must install this software
Download
Windows Media Play plug-in
This plug-in will extend the functions of Windows Media Player
If you want to playback the recorded audio and video files of the conference with Windows Media Player, please install this plug-in. Do not install this software will not affect the normal use of other video conferencing system functions
Download

Figure 4-2

Users can download conference software client to local HD and double-click the software to start the installation. The conference software client installation welcome page is as below.

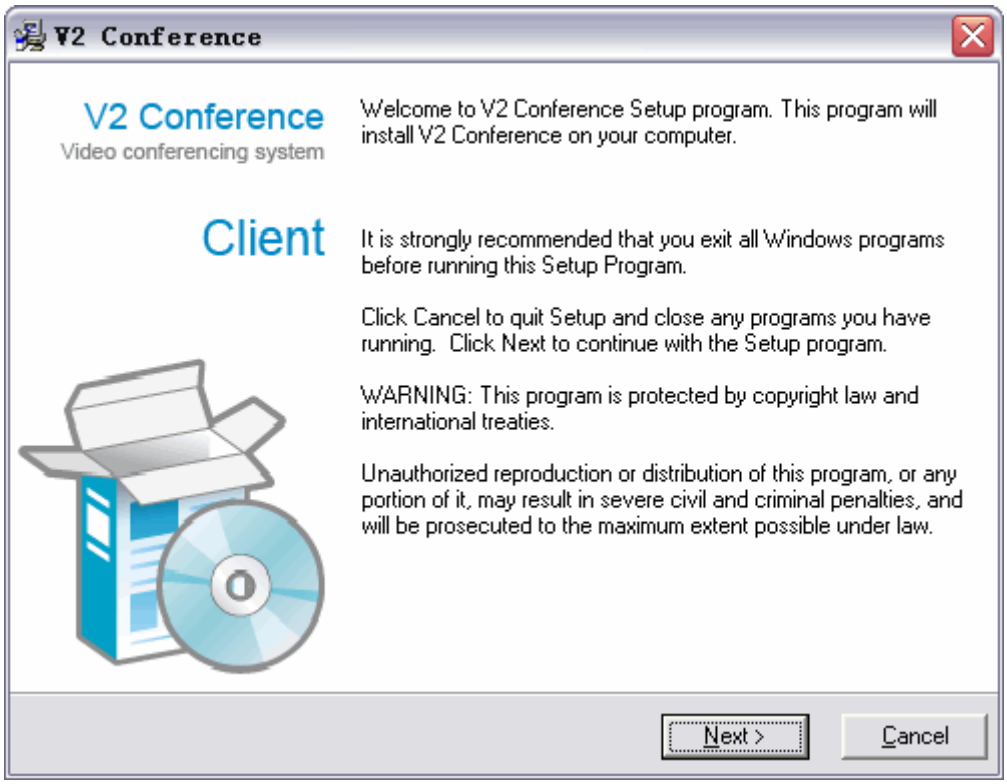

V2 Conference
V2 Conference
Video conferencing system
Client
Welcome to V2 Conference Setup program. This program will install V2 Conference on your computer.
It is strongly recommended that you exit all Windows programs before running this Setup Program.
Click Cancel to quit Setup and close any programs you have running. Click Next to continue with the Setup program.
WARNING: This program is protected by copyright law and international treaties.
Unauthorized reproduction or distribution of this program, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under law.
Next >
Cancel

Figure 4-3

Click "Next" to select the local installation directory, as shown below.

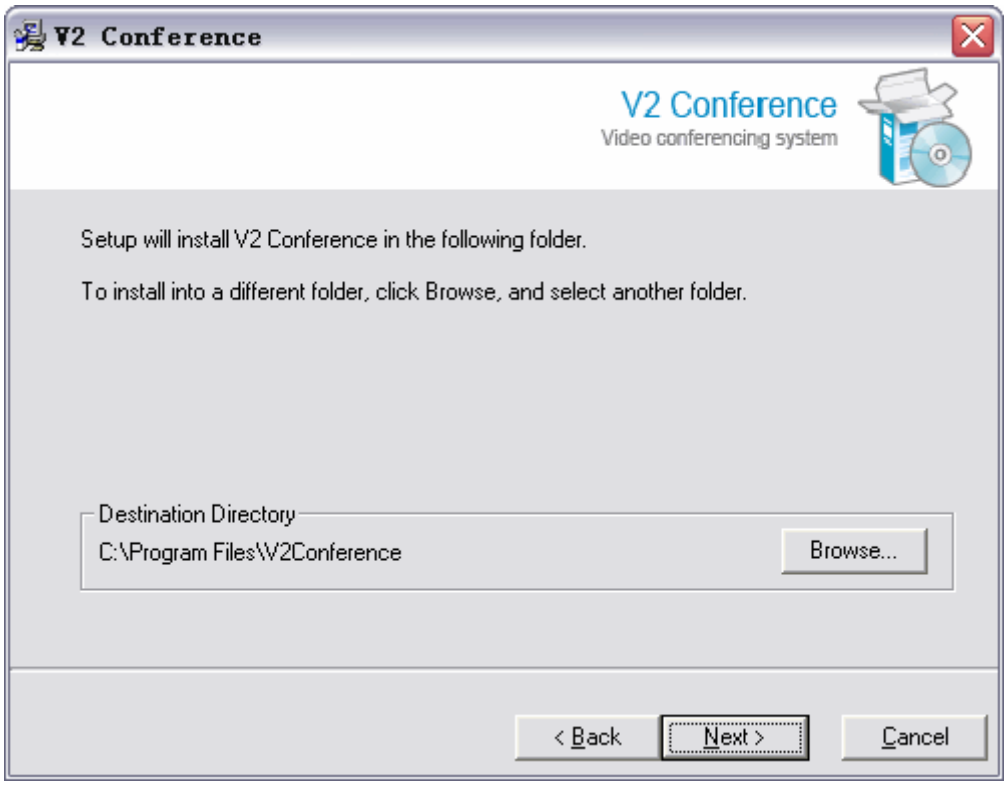


Figure 4-4

You may select the default path or click “Browse” button to select other installation directory. After that, click “Next” button to display the Program Manager Group as shown in the following figure.

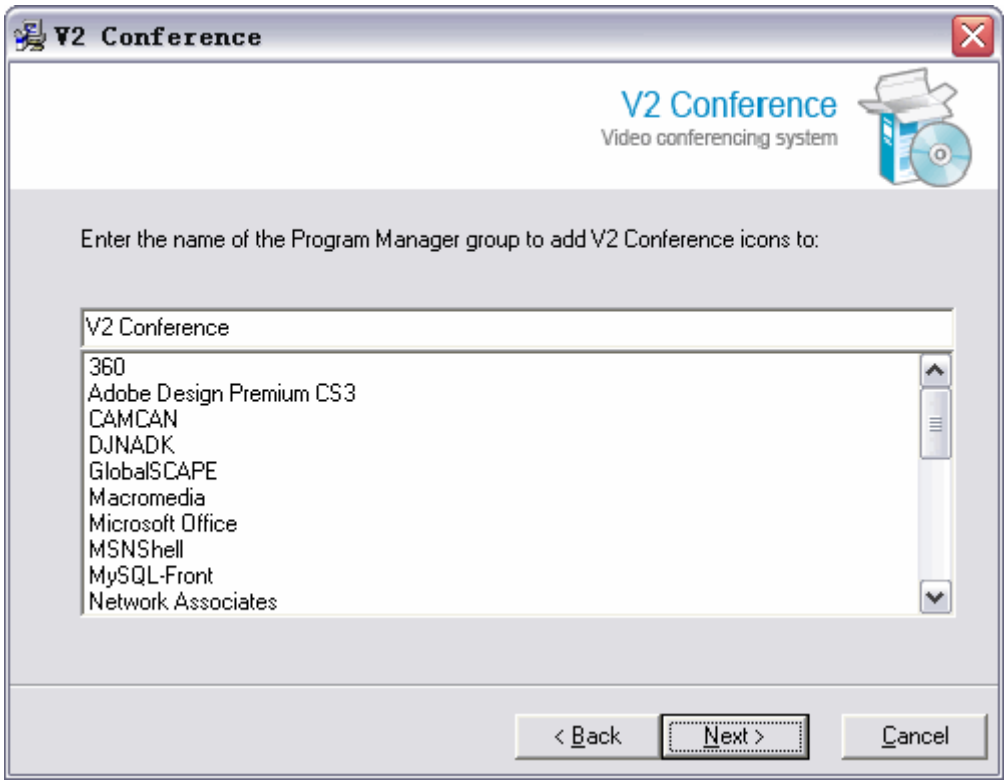


Figure 4-5

Accept the default settings and click "Next" to confirm and to begin installation of the client software.

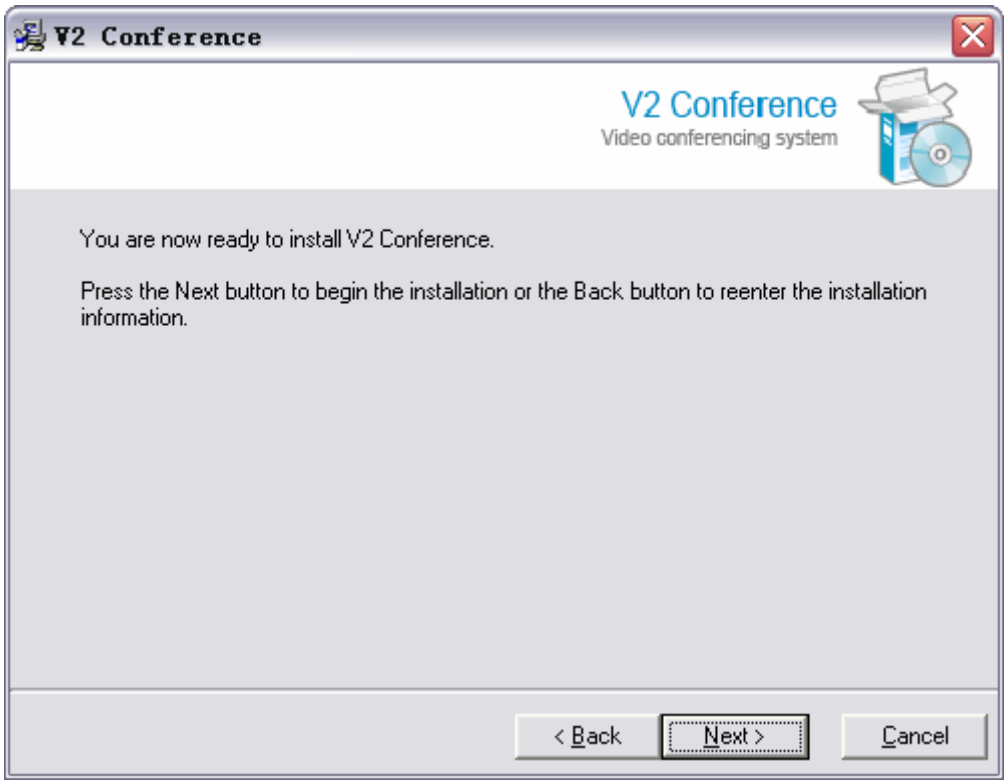

V2 Conference
V2 Conference
Video conferencing system
You are now ready to install V2 Conference.
Press the Next button to begin the installation or the Back button to reenter the installation information.
< Back
Next >
Cancel

Figure 4-6

Click on "Next" to begin the software installation. When installation has been completed, it will display as below:

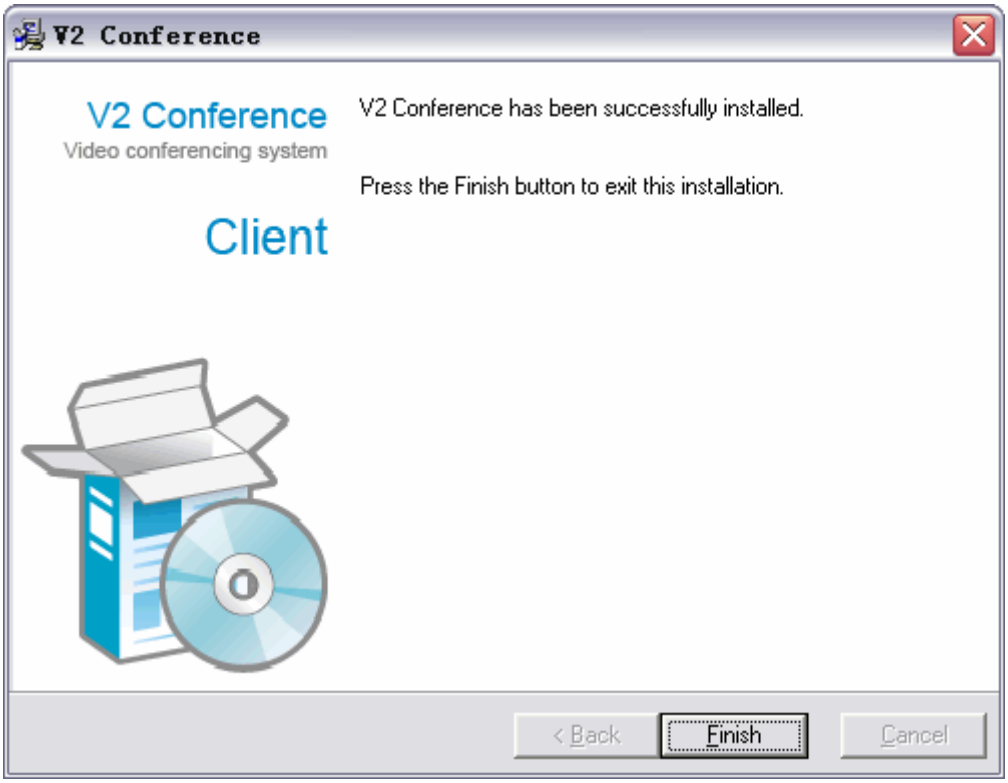


Figure 4-7

Click on "Finish" to complete the software installation process.

Note:

In order to ensure that you have complete access to all the functions in the conference session, it is suggested that after you have installed the client software, install Windows Media Encoder and DirectX 9 as well. Because installation is quite easy, as in just accepting the defaults provided by the system, this process would not be elaborated here.

Users also can click on the conference name to enter the conference session and the conference system would detect the version of software automatically and lead user to download and install the client software. Details are as follows.

Select the local installation directory, as shown below. You may select the default path or click “Browse” button to select another installation directory.

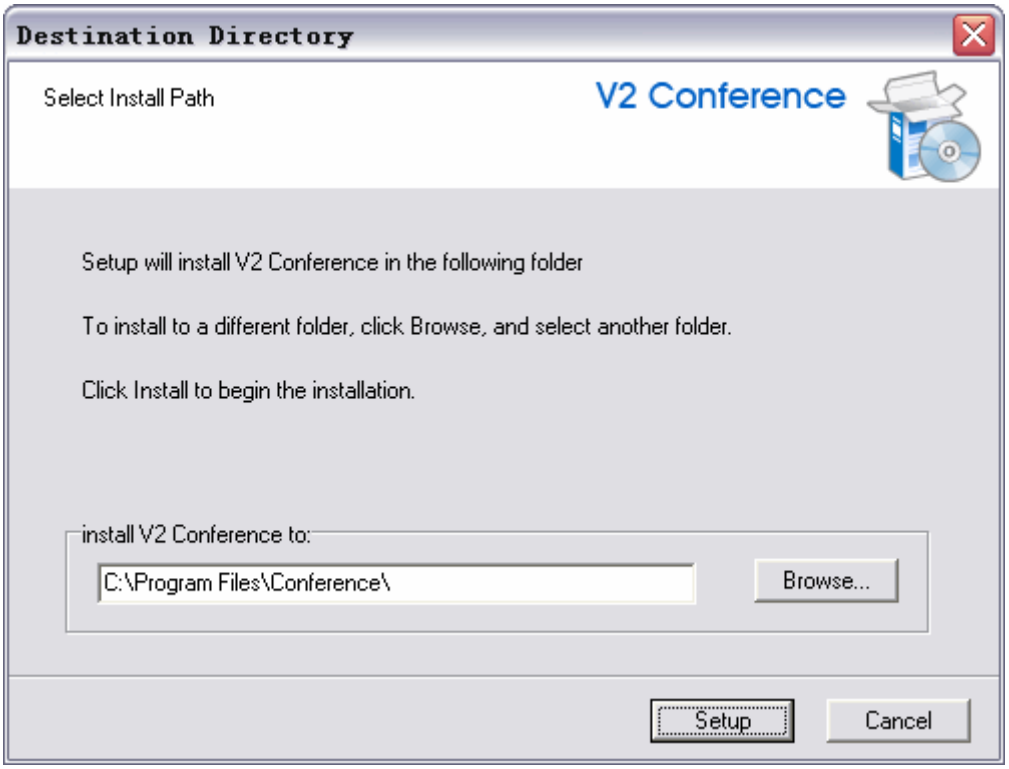


Figure 4-8

After that click “Setup” icon to download and install the client software, as shown below. The system will detect version of client software, download components and install the client software automatically and then enter the conference room directly.

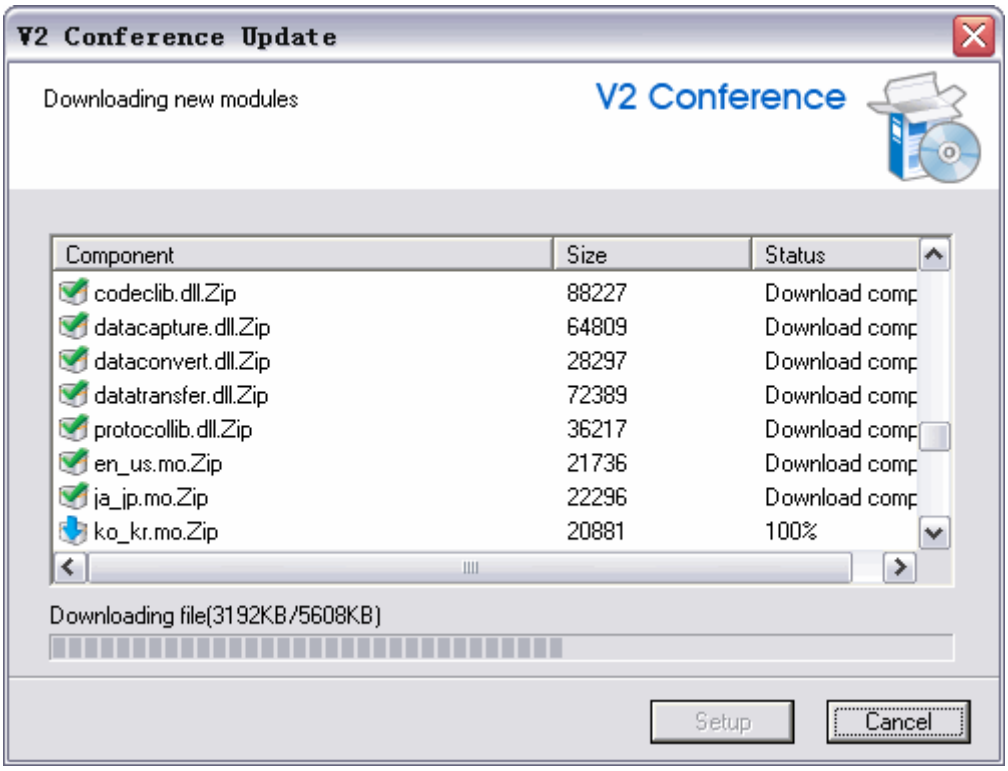

V2 Conference Update
Downloading new modules
V2 Conference
Component
Size
Status
codeclib.dll.Zip
88227
Download comp
datacapture.dll.Zip
64809
Download comp
dataconvert.dll.Zip
28297
Download comp
datatransfer.dll.Zip
72389
Download comp
protocollib.dll.Zip
36217
Download comp
en_us.mo.Zip
21736
Download comp
ja_jp.mo.Zip
22296
Download comp
ko_kr.mo.Zip
20881
100%
Downloading file(3192KB/5608KB)
Setup
Cancel

Figure 4-9

Chapter 5 Conference Test Session

The system provides the ability to test the conference session environment. Before entering the real conference session, the user can be in this test environment to configure their local video and audio devices, check network conditions, etc. This conference test environment is created by the Master MCU when it is started, and it's there always. This conference session does not take up any security dongle resources, it does not take up any conference session resources, and it also doesn't occupy any user slot. The test environment would not display the number of users currently in the conference session.

The conference test session would be displayed on the conference management system of the main conference server, it would also show the current number of user in that session and its maximum limit of users. The time limit of the session and the maximum no. of user permitted can be configured by the system administrator at the conference management system. When entering the test environment, it would be shown as below:

Figure 5-1

5.1 Video Setup

There are two video displays on this page, the display on the left, shows the local video as captured by the webcam, and display on the right shows the video after it has passed through the conference server

While in the conference session, the user would be able to configure the following settings:

Device: Select and configure the video device in the conference session.

Video Size: Based on requirements, the user is able to select the size of the video display. To have great quality display on a big video display, lots of network bandwidth would be required

Frame Rate: By increasing the frame rate, the video clarity increases, lowering the frame rate, the video clarity decreases.

Bandwidth: Configure the bandwidth used to send the local video.

After doing the configuration above, click “Apply” to complete the process and see the video with the changes made.

Video Setup: For more information on the settings, please refer to use manual for the video capturing hardware.

Video Filters: Please refer to Video Filters under Video Function Descriptions.

5.2 Audio Setup

Users are able to speak in the conference test session and listen to their voice (this emulate the audio effects that has passed through the conference server).

The user can configure the below settings in the conference test session.

Record devices: Select and configure local audio devices.

Play devices: Select and configure local player devices

Volume Control: User is able to move the volume slider to control their audio volume. When user selects to click on , this would mute the audio recording device, other users in the conference session would not be able to hear the audio of the current user. When the user clicks on , this would mute the audio output device, the current user would not be able to hear anything from the conference session.

Codec: If the security dongle supports GIPS audio technology, there would be three options: GIPS High Fidelity (Best audio quality), GIPS Low Bandwidth (Passable audio quality) and GIPS Broadband (Moderate audio quality). However if the security dongle does not support GIPS audio technology, there would also be 3 options to selection from, the first one, G723 has poor audio quality, CELP provides the best audio quality, G,723plus is a compromise of both options in terms of bandwidth and audio quality. Quite simply put it, the better the audio quality, the more bandwidth is needed.

Use DirectSound: Selecting this function can adjust the quality of the audio, this option is only available with selected operating systems.

Noise Reduction: This is selected by default.

Echo Cancellation: Acoustic Echo Canceller (AEC) is used to remove the echo from the user's computer. This option is only available with Windows XP operation system.

AGC: When during a conference session, by using the Auto Gain Control (AGC), the system would automatically adjust the volume of the microphone (When the speaker is speaking softly, the system would automatically increase the microphone audio, likewise when the speaker is speaking loudly, and the system would automatically decrease the audio of the microphone).

5.3 Network Setup

Network Protocol: When configuring the network protocol for the audio and video, the default setting for audio is set to HTTP and the default network protocol for video is UDP. The bottom displays the results of the network testing.

Network Delay: This displays the audio and video time delay, in milliseconds.

CPU Used: If CPU is more than 50%, it would be shown in white.

Network Bandwidth: This displays the utilization of the network bandwidth, more than 50% is display in white. The small arrow on the upper right corner can be used to configure the base network bandwidth.

Chapter 6 Entering the Conference Session

This chapter shows how conference users enter a conference session by WEB page. Regarding how extended users enter the conference session via H.323 terminal, SIP devices or telephone, please refer to V2 Conference client.

6.1 Conference Server Intelligent Routing

The conference server with its intelligent routing ability is able to assist users in selecting the best network connection to connect to the conference session.

When the user accesses the main server's conference management system, at the bottom of the server list, there would be "Performance Testing" button, clicking on it would have the system begin testing the connection conditions from the client end to each of the server. Once the testing has been completed, the servers would be listed by a whole value in the Performance Listing column, with a value of 1 as being the best. As shown below:

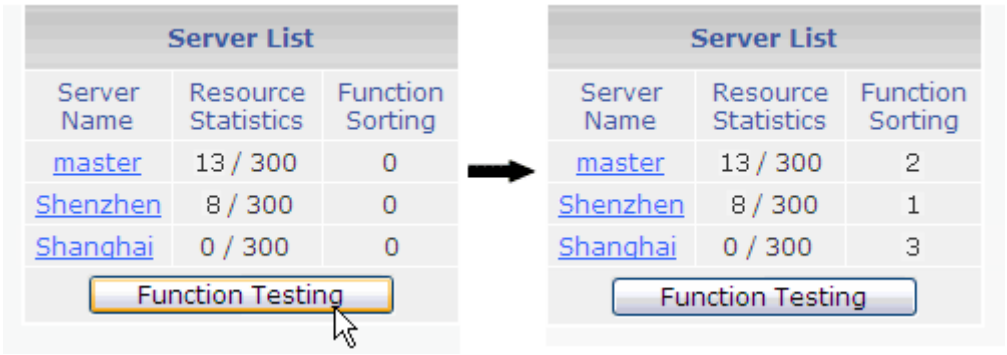


Figure 6-1

Users enter the conference, if the login servers reached the upper limit unable to login, the system can automatically help users to select the server to log into the conference.

6.2 Join Conference Session

After signing in to the best available server, select a conference session from the conference session list to begin (or directly enter the conference ID, and click "Enter Conference" to do so).

Different types of users and conference sessions, there would be different sign on screens when entering a conference session.

6.2.1 From Login Page

After signing on the server with the best network condition, user can select and click on the conference list to join a conference session, or directly enter the conference ID and click “Enter conference” to enter a session.

I. Registered User

When logging in to the system, the conference session requires that all participants must be registered users, with a conference password required. As shown below:

Figure 6-2

The image below shows the conference is only for the registered user but conference password is not required.

Figure 6-3

II. Unregistered User

This is a conference session that requires a conference password, as shown below:

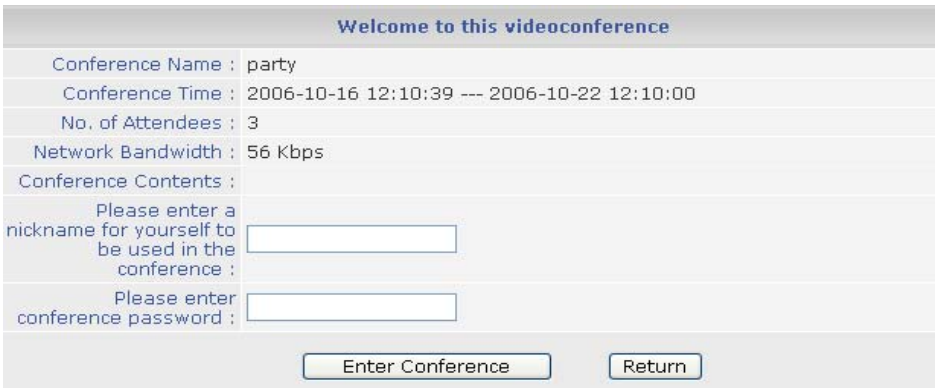

Welcome to this videoconference
Conference Name : party
Conference Time : 2006-10-16 12:10:39 --- 2006-10-22 12:10:00
No. of Attendees : 3
Network Bandwidth : 56 Kbps
Conference Contents :
Please enter a nickname for yourself to be used in the conference :
Please enter conference password :
Enter Conference
Return

Figure 6-4

This is a conference session that it doesn't require a conference password, as shown below:

Welcome to this videoconference
Conference Name : WX
Conference Time : 2006-10-16 12:25:51 --- 2006-10-18 12:25:00
No. of Attendees : 12
Network Bandwidth : 56 Kbps
Conference Contents :
Please enter a nickname for yourself to be used in the conference :
Enter Conference
Return

Figure 6-5

6.2.2 From Conference Management System

Registered users can log on to the main conference server's conference management system and from the left function panel, click "Enter conference" to display the conference list. Use can then enter the conference ID and click "Enter conference" or to click on the appropriate conference session to enter.

Figure 6-6

This conference session doesn't require a conference password, as shown below:

Welcome to this videoconference
Conference Name : Shanghai Client
Conference Time : 2009-03-31 16:29:00 --- 2009-04-02 08:00:00
No. of Attendees : 20
Network Bandwidth : 256 Kbps
Conference Contents :
Please enter a nickname for yourself to be used in the conference :
Enter Conference
Return

Figure 6-7

6.2.3 With The Conference URL

After the department administrator or conference scheduler signs on to the conference management system, the conference scheduler can click on "Conference Management" on the left panel to check the details of the conference session, after that, just click on of the selected conference session to send out an email notification to all users involved. The system would generate an URL conference link and attach it to the email notification. Users who have received the email notification can just click on this URL to enter the conference session

6.3 Intelligent Detection

After performing the above steps，the control file would automatically download the conference client update (if no conference client already exist, new installation of the client software is needed，the default Program Manager Group is Conference). The smart update page as shown below:

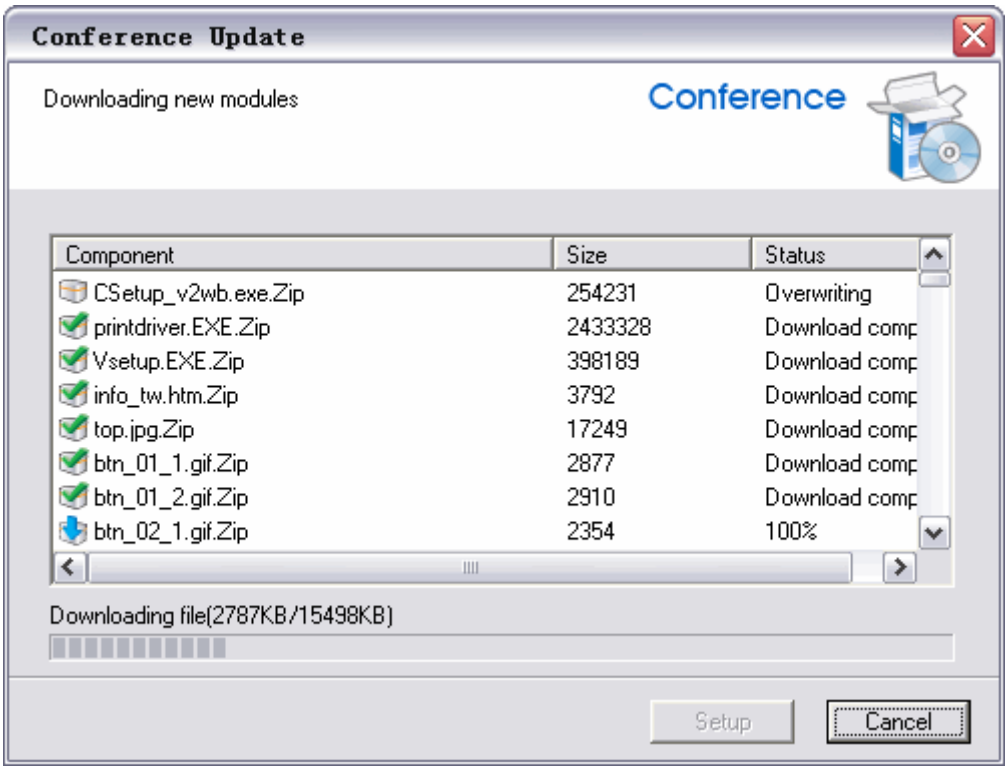


Figure 6-8

After completed the update installation, enter the client.

6.4 Interrupted Conference Session

When the conference server is faced with electronic outage, network disconnection, any other unforeseen circumstances, etc., the system would provide automatic error correction techniques, and assist user to connect through other conference servers and be able to sign on to the conference session.

If the connection between the client end and the conference server has problems, the system would display the information below:

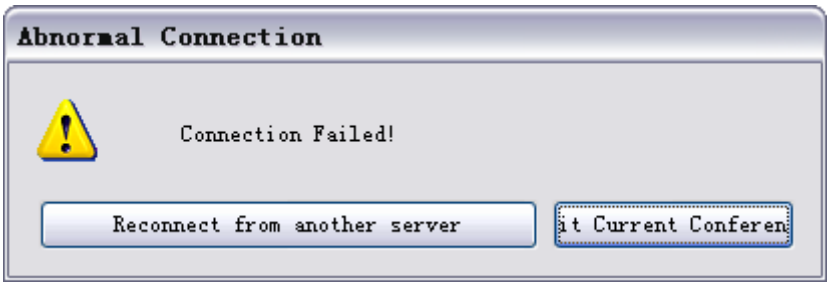


Figure 6-9

Selecting “Reenter conference session from another server” would automatically allow the system to select other available servers to reenter the conference session. If there is no available server, this function button would be gray out and cannot be used.

Selecting “Quit Current Meeting”, the client would exit from the system.

Note:

This server reconnection process is only available to conference user, guest user and conference test session user, it is not available to Extended User and IM conference user.

Chapter 7 V2 Conference Client

After the authentication process, the welcome splash screen (as shown in below) would greet the user prior to entering the application.

Figure 7-1

V2 Conference provides a user friendly interface environment as shown below.

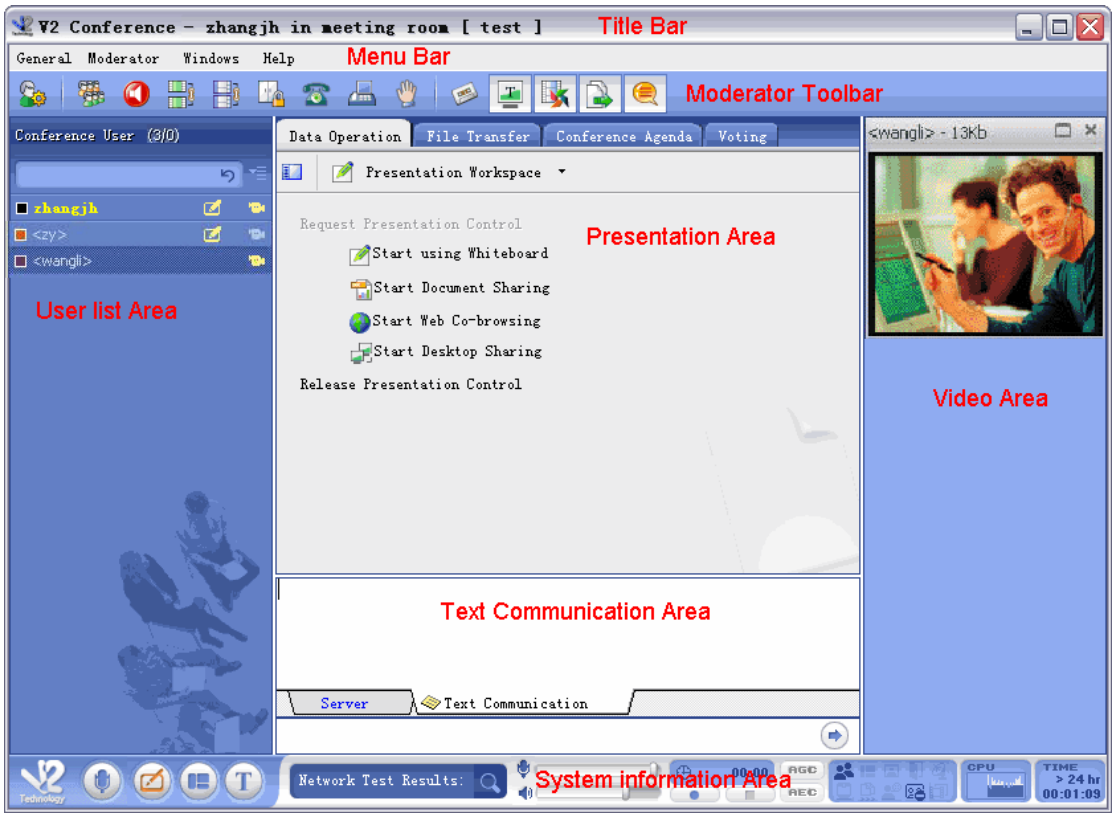


Figure 7-2

The user interface of V2 Conference client can be divided into several different areas for more detailed explanation, as shown in the following sections.

The conference session title bar displays the username and the title of the conference room. The word "<" and ">" would be added before and after the nickname for an unregistered user.

In the menu bar, there are four main menus to be selected from. There are General, Moderator, Window and Help. The options under the "General" tab are not restricted by the user's identity, with only the "Moderator" tab (except "Make myself Moderator" in the same tab) being accessible to the conference moderator.

The user list area displays the list of conference users in the conference session and their related status. (This list does not display guest users).

The conference workspace includes Data Operation area, Voting area, Conference Agenda area, and File Transfer area. To access these areas, just select the related tabs to do so.

The text communication area displays current users' communication message and their online status.

The video display area displays all video windows that the user has selected.

The system status area is shown below:

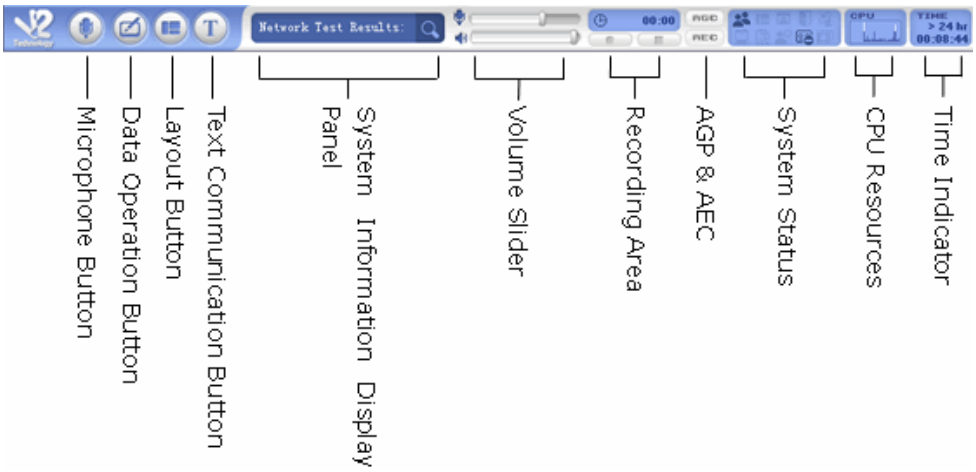


Figure 7-3

Different users would have different access rights, they are described as below:

7.1 Conference User

7.1.1 Network Testing

Once the conference user has entered the conference session, the system would automatically begin network testing and determine the network condition and also the protocols used to send video and audio data. System information area shows currently information in the bottom of page.

Figure 7-4

After the test has been completed, the results would be displayed in the system information bar. If testing has failed, the use of audio and video communication would not be available, but text messaging, whiteboard and other functions would still be available.

Figure 7-5

7.1.2 Conference Settings

To access the settings windows, selects General and then go to Settings..., a dialog box would then appear with the option tabs of "Audio", "Video", "Multimedia Transmission", "Banner Title", ”Conference recording” and "Other". Just like the image shown below:

I. Audio

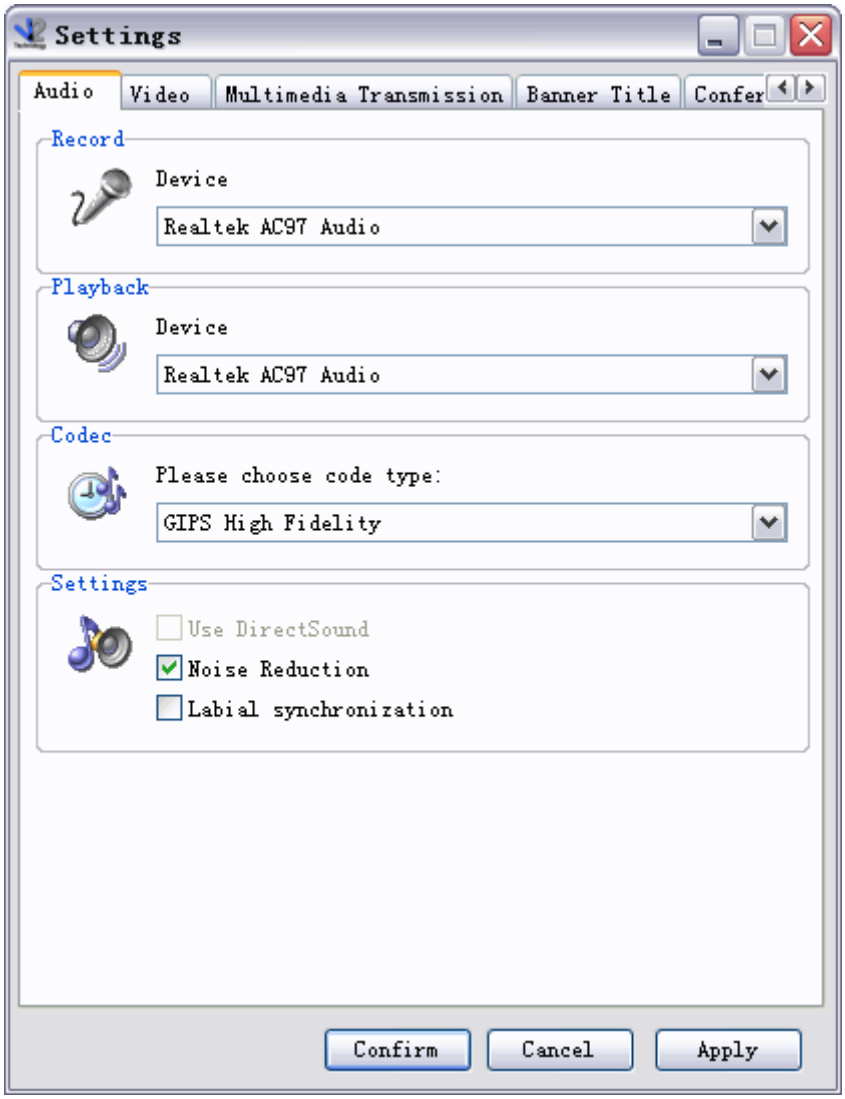


Figure 7-6

Record Device: Configure the recording device used in the conference session.

Playback Device: Configure the output device used in the conference session.

Codec: The GIPS audio option has been selected, when scheduling the conference session, the user would have the option of selecting one of three options, GIPS Low Bandwidth, GIPS Broadband and GIPS High Fidelity. GIPS High Fidelity has the best audio quality, with the audio quality of GIPS Low Bandwidth a bit poor. However, audio quality for GIPS Broadband is average and situated between both options.

If during the scheduling of the conference session, the GIPS audio option is not selected, the user can choose one from three different codec, G723, G723plus and CELP. The audio quality with the use of G723 is somewhat poor, CELP has the best audio quality, and G723plus has moderate audio quality and it sits between both other options. By default, the audio mode

would be determined when scheduling the conference session, the better the audio, the more bandwidth it occupies.

Use DirectSound: If this option is selected, the audio volume can be adjusted. However this option is only available on selected operating systems.

Noise Reduction: This option is selected by default by the system.

Labial synchronization: when the audio and video is not synchronized, it is recommended that this option be selected. The lip synchronization function has no requirements on the network configuration; it may be implemented even in adverse network conditions.

II. Video

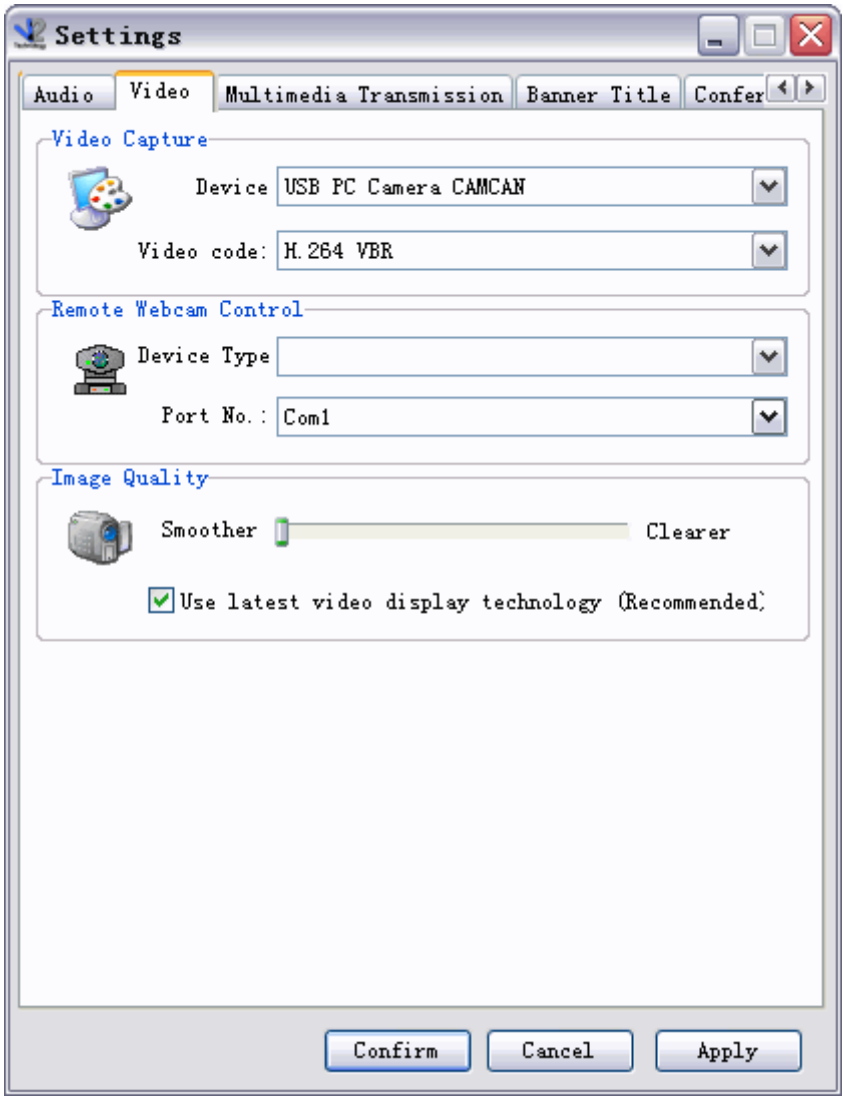


Figure 7-7

Video Capture: Configure the webcam for used in the conference session. The videoconferencing system support first and second generation of the video compression hardware. After installed the hardware into the PC and installed the necessary drivers, the

configuration list will show the MPEG 4 hardware model, e.g. Gotron MPEG-4 channel 0. After selecting the device, the system would then use it for video capturing purposes.

Figure 7-8

V2 Conference system supports V8T multi-channel video surveillance card of Beijing Microview Science and Technology Co., Ltd, as shown below. Each card supports 8 input channels and users can switch manually in-between to see captured video images easily. After setting up the card, the device list in v2 will display the installed card as 'Microview's V8T Capture'. Selected it and then the system can use this card as a video capture device.

Figure 7-9

Video code： The user would select video code of the conference, there have four options: H.264 VBR、H264 CBR、MPEG-4 and H.263. MPEG-4 fits to the worse network status, H.263 is mostly used in the communication with H323 equipment. H.264 VBR is H.264 variable bandwidth which is compatible with various network environments and saves around 30% of bandwidth. H.264 CBR is H.264 stable bandwidth.

Remote Webcam Control: The videoconference system allows the use a webcam to be remotely control from by another client computer. Before use, the necessary software must be installed in order to use this feature. To configure this function, start by selecting the webcam model from the drop down menu, select the communication port which the webcam is connected to from the second drop down menu. After confirming the settings, the system would then initiate a self test to check whether the device can be used. Currently, the function supports SONYD31、SONYD70、SONYD100、Canon VC-C50i、PELCO-D、PELCO-P and ELMO . And could select the port number.

Image Quality: In order to obtain better quality video, this would mean slower refresh rate and higher the CPU resources consumption.

By default the system would select the option “Using the latest in visual graphics technology (highly recommended)”, selecting this option helps to optimize the quality of the video display, and lower CPU processing. But for some computers with lower system specification, selection of this option may result in the appearance of a green screen, should this problem occur, it is suggested not to select this option. Please take note, after making changes to the settings, all video displays would need to be closed and reopened again, in order for the changes to take effect.

III. Multimedia Transmission

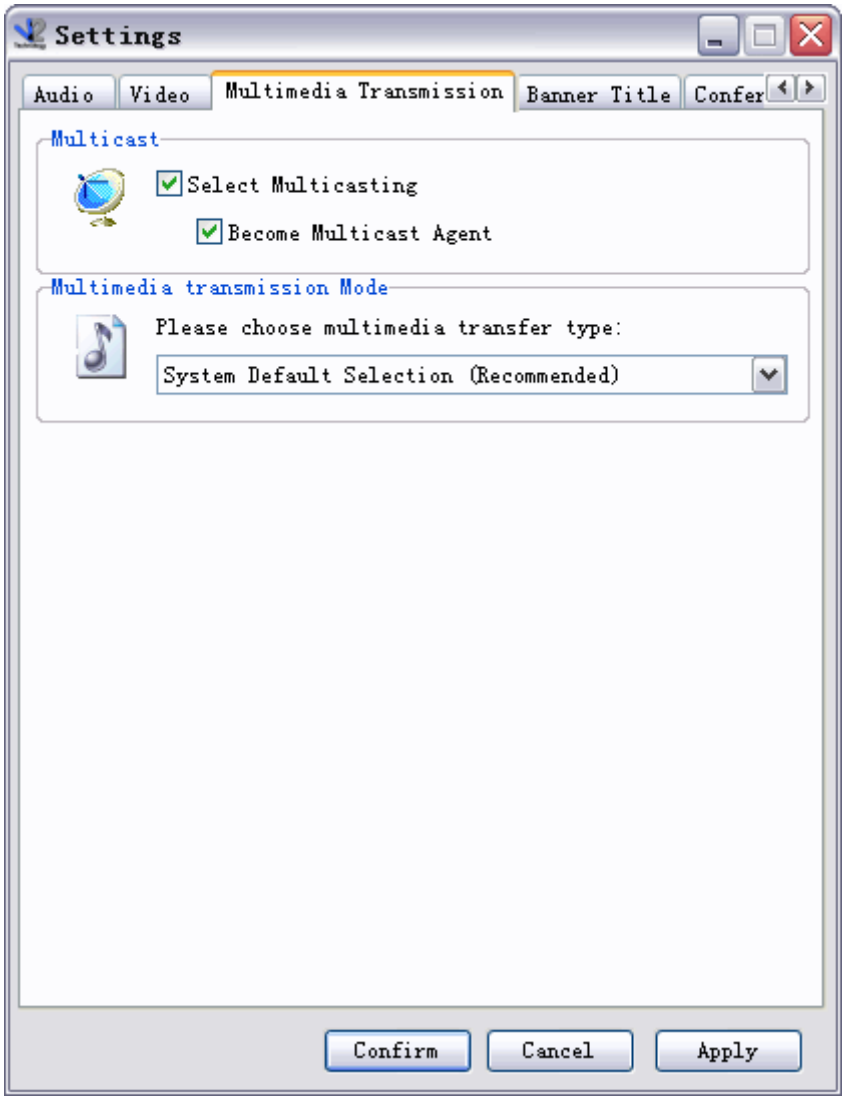


Figure 7-10

Multicast: The use of multicasting helps to reduce the conference server downstream bandwidth, and improves system efficiency. User who selects multicasting would be having priority in receiving audio and video date through multicasting. To enable the use of multicasting, one of the clients must be the Multicast Agent, this multicast agent and the rest of

the multicast clients must be within the same LAN network, and also using the same conference server to enter the conference session. If there is more than one user that has selected to become Multicast Agent, there would be a competition within the LAN network to be the only one. The client PC that is the Multicast Agent would need to have higher hardware specifications.

Multimedia transmission Mode: It is recommended to leave it up to the system to decide.

IV. Banner Title

Figure 7-11

There are two option tabs need to be set: Banner and Title, as shown below:

- **Banner：**

Display to video: Select “Display to video”, a banner will be displayed on top of the video window with the contents in the follow text box, as shown below:

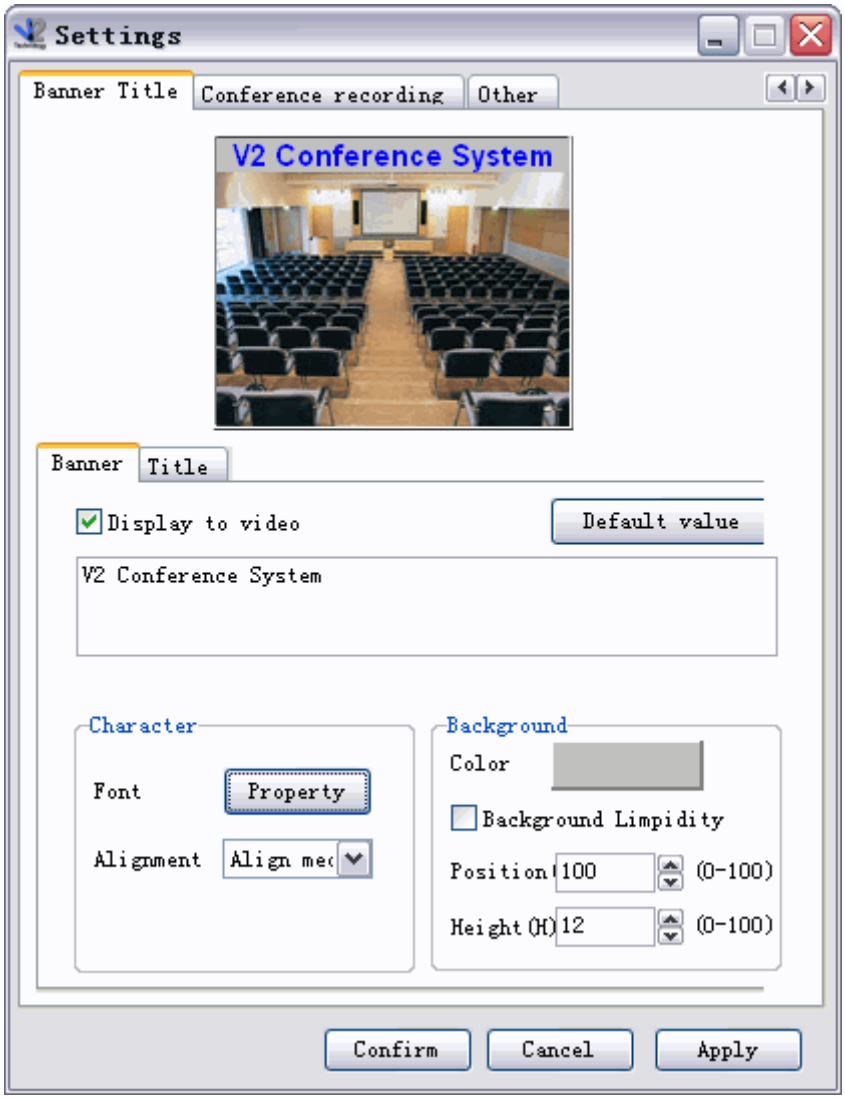


Figure 7-12

Character: Font property and text alignment setting. Click “Property”, a dialog box will pop up to let you set parameters like font, style, size, etc.

Background: Set background color and banner location. Click the ‘Color’ button, Windows system colors dialog box will pop up, Users can choose background color of the banner, the color of the button will also change instantly according to your choice.

Select “Background Limpidity”, the color of the background will display transparent.

User can adjust the banner’s location in the video window by changing the position and height value.

- **Title：**

Display to video: Select “Display to video”, a title will be displayed on bottom of the video window with the contents in the text box, as shown below:

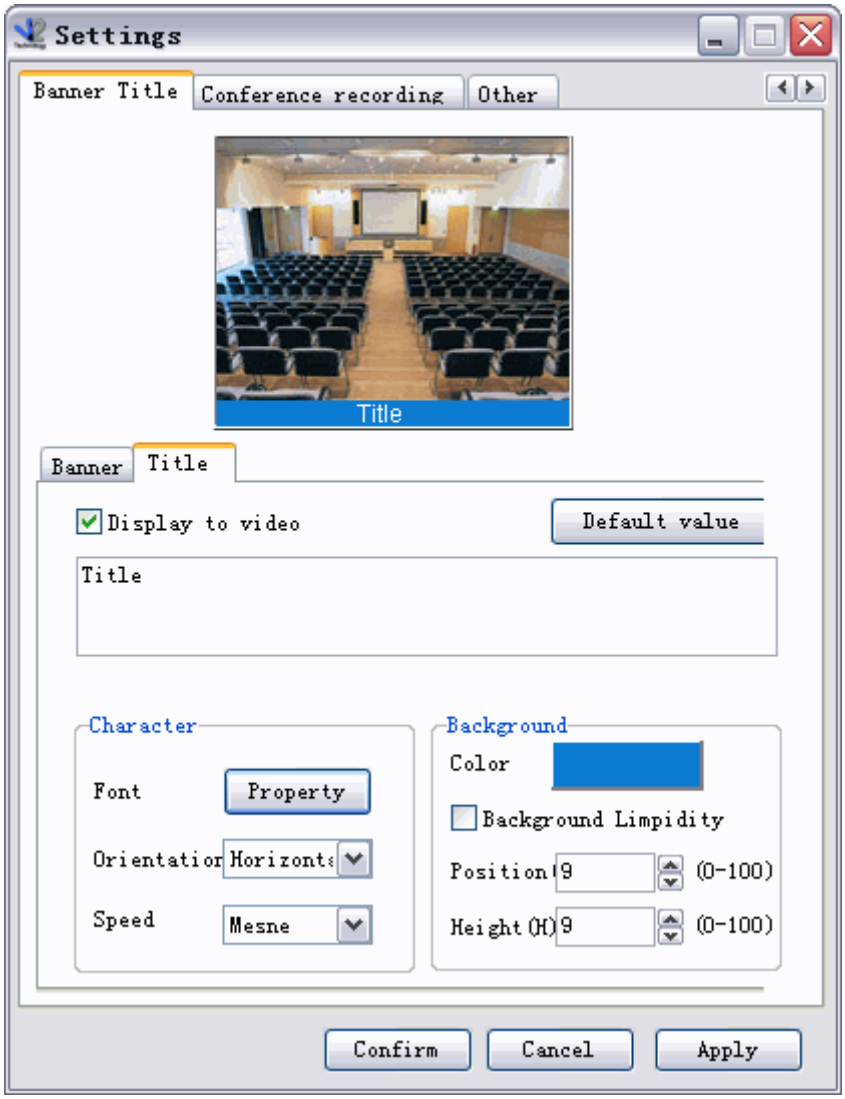


Figure 7-13

Character: Font property and text alignment setting. Click “Property”, a dialog box will pop up to let you set parameters like font, style, size, etc.

Background: The title background setting here is the same as the banner background setting, for details of it, please refer the above guidance

V. Conference Recording

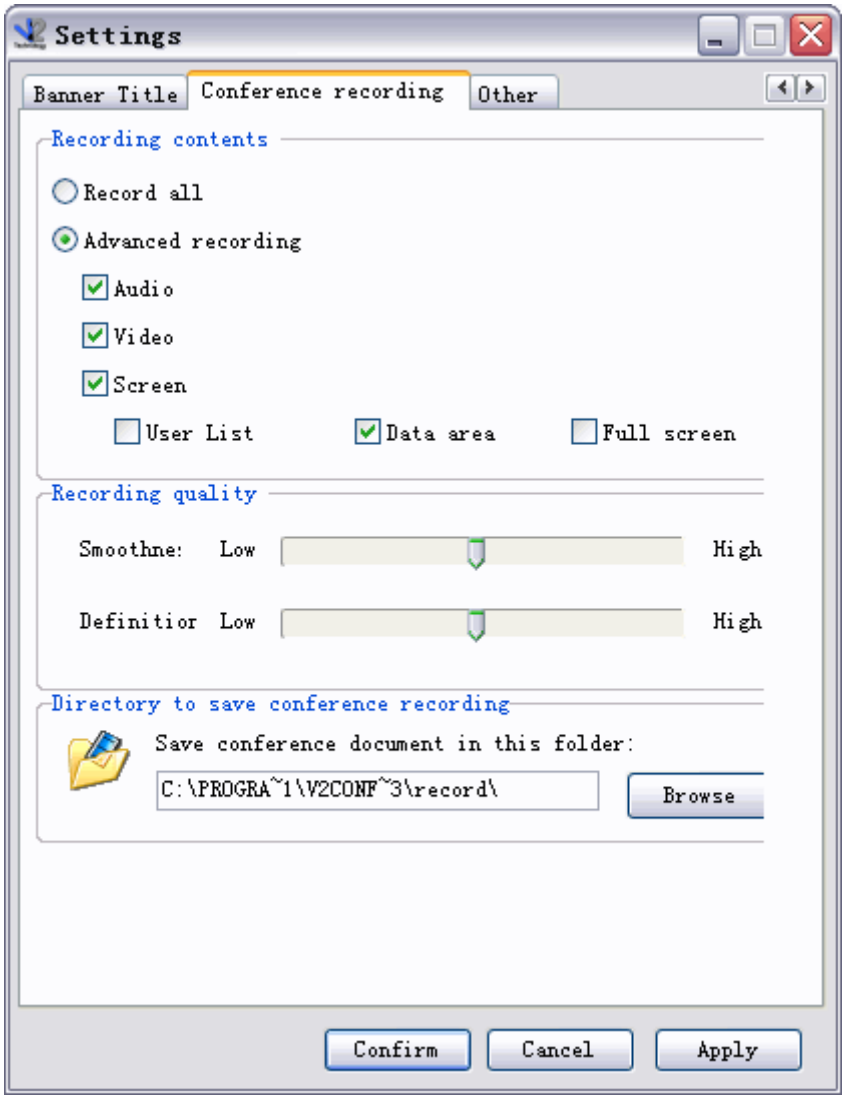


Figure 7-14

Record Contents: System provides two kinds of record modes.

Record all: Recording the entire contents that shown in the user's client screen and the audio from the conference session.

Advanced Recording: Users can record different recordings according to actual needs, such as audio, video or screen.

Check the "Audio" option to record the audio from the conference session.

Check the "Video" option to record all of the local video windows which have been, opened.

Check the "Screen" option to record the entire contents that shown in the user's client screen.

Note:

- First, client users need to check the “Screen” option and then select which contents you want to record, such as user list, data area or full screen.
- Conference users would not be able to check, if “Full screen” option is selected, the “User list” and “Data area” options would be gray out and cannot be used.

Recording quality: Users can change the recording quality by adjusting the “Smoothness” and “Definition” options.

Directory to save conference recording: The default directory to save conference recording is in the Record folder of client installation path. User can change the folder location using "Browse", but the system will add “\record” subdirectory automatically.

After completed the settings above, click the “Conference Recording” to start the process, for more details please refer to “Conference Recording”.

VI. Other

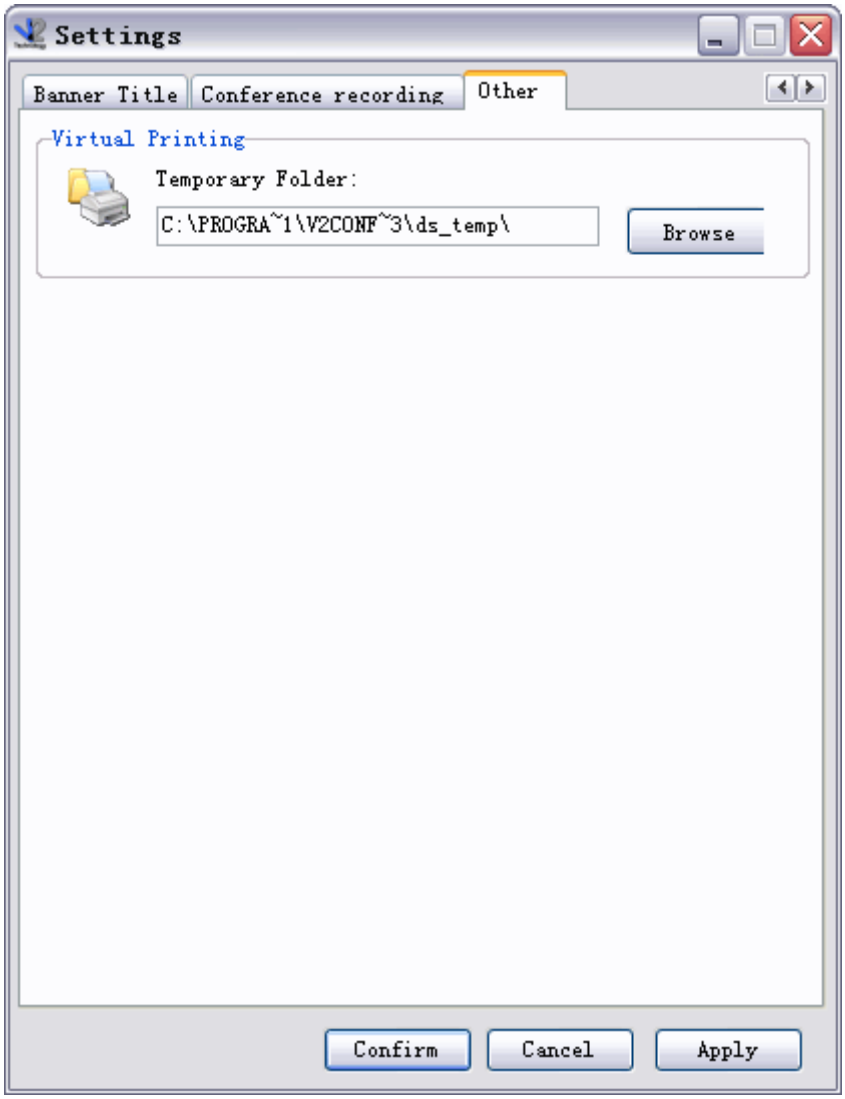


Figure 7-15

Temporary Folder: Folder location to store all the shared files and other temporary documents. User can change the folder location using "Browse", but the system will add “\ds_temp” subdirectory automatically.

7.1.3 User List Area

All the current conference participants are displayed in the User List area. When the layout is not synchronized by the Moderator, a common user is allowed to set up the display mode of the User List. You can also use the icons in the User List area to view the functions being used.

I. Display Mode

Two display modes are provided for the User List: Tree Display and Flat Display.

- **Tree Display**

The Tree Display is arranged according to the organization structure for unit and user display. See the following figure. Only the units that the conferencing users are with and their upper hierarchical units are displayed in the list. The number of current conference participants of a unit is displayed behind the unit name. The tree list is composed of a unit branch and a non-registered user branch, with the non-registered user branch being called “Visitor”

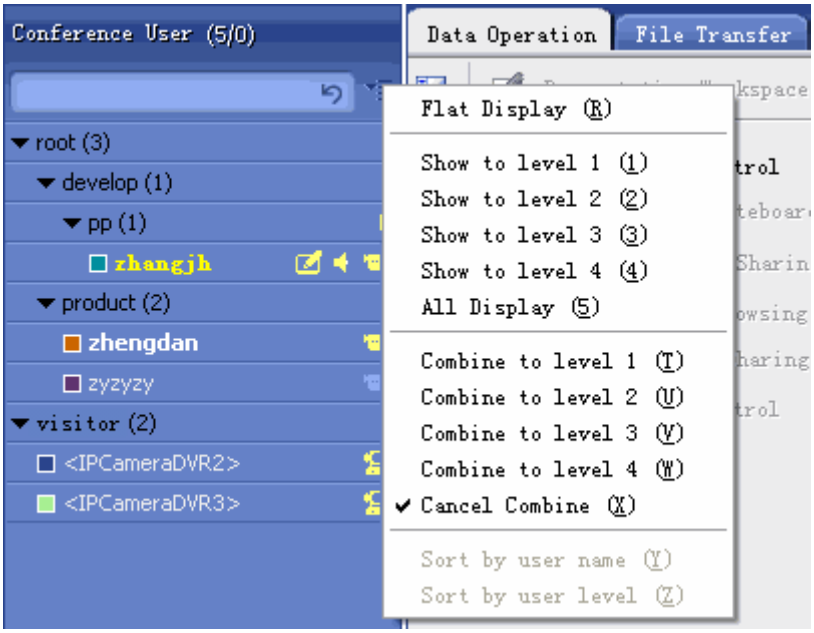


Figure 7-16

To display the drop-down list in the above figure, click the control button behind the query box. The following menu items are provided

- Flat Display /Tree Display: this is used for selecting Flat Display /Tree Display. When Tree Display is the original display mode, you can click this button to change the Tree Display mode into Flat Display mode under which other menu items cannot be used; when Flat Display is the original mode, you can change this into Tree Display by clicking this button; Flat Display is the default display mode.
- Show to level n: after being selected, Level n and above are rolled out and the levels below Level n are folded, with n being 1, 2, 3 and 4;
- All Display: all the levels are rolled out;
- Combine to level n: users below the unit at Level n are combine to the unit at Level n and users above Level n reside in the units at their respective levels, with n being 1, 2, 3 and 4;
- Cancel Combine: all the users reside in the units at their actual respective levels, with the default being “Cancel Combine”

Tree List only allows automatic sorting with respect to user levels. The priority rule is as follows:

(1) Top manually;
(2) Organization Structure: units are sorted with respect to their hierarchical levels, with units at the same level being sorted on a sequential basis;
(3) Users in the same unit are sorted with respect to their post levels;
(4) Users at the same post level in the same unit are sorted on a sequential basis;
(5) Non-registered users are sorted with respect to their nicknames.

Note:

Under the Tree Display mode, the user is not automatically moved up based on his/her speak status.

- **Flat display**

In the Flat Display, users are listed one above another in the User List area, as shown in the following figure. Some users are automatically moved up by the system in the priority "Moderator > Control Right > Operation Right > Speak Right > Control Application > Speak Application".

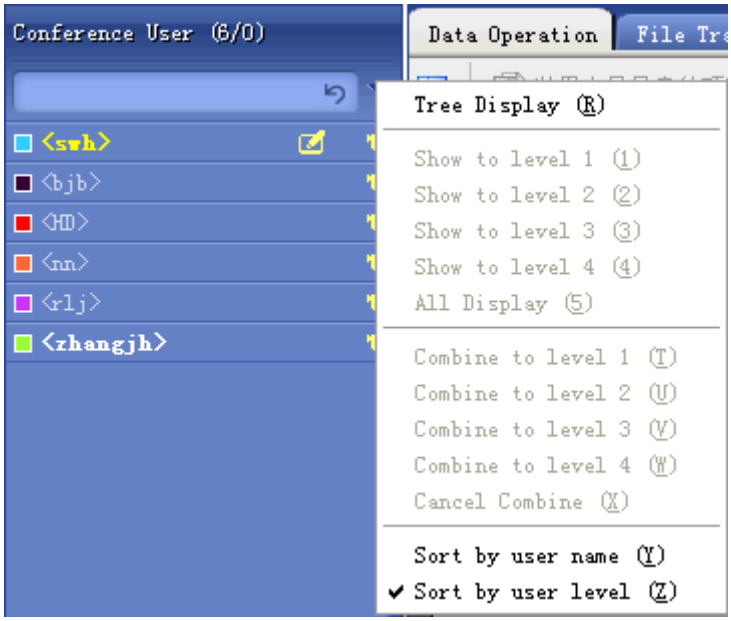

Conference User (6/0)
Data Operation
File Tr
<swh>
<bjb>
<HD>
<nn>
<rlj>
<zhangjh>
Tree Display (R)
Show to level 1 (1)
Show to level 2 (2)
Show to level 3 (3)
Show to level 4 (4)
All Display (5)
Combine to level 1 (T)
Combine to level 2 (U)
Combine to level 3 (V)
Combine to level 4 (W)
Cancel Combine (X)
Sort by user name (Y)
Sort by user level (Z)

Figure 7-17

To display the drop-down list in the above figure, click the control button. Only sorting is allowed for the users.

Sort by User name:

(1) Top manually;
(2) Automatically move upward (users with the same status are sorted in the order in which they obtain or apply for the right);
(3) Sort user names.

Sort by User Level:

(1) Top manually;

(2) Automatically move upward

a) Users with the same status are sorted in the priority “Post Hierarchical Order > Department Hierarchical Order > User Hierarchical Order”;

b) Non-registered users are sorted according to their usernames;

(3) Post Hierarchical Order;

a) Sorted according to the priority “Post Hierarchical Order > Department Hierarchical Order > User Hierarchical Order”;

b) Non-registered users are sorted according to their usernames.

Note:

- For a breakout conference, Flat Display is used as the user list. Both “Sort by User name” and “Sort by User Level” are possible. After the breakout is cancelled, the original display mode is restored.
- For a user query, query results are displayed in the Flat Display mode. Once the layout is synchronized by the moderator, the query function is not used by a normal user.
- Once a layout synchronization is set up by the moderator, the list of all the users is synchronized with the moderator display mode.
- In case department names are changed and new users join the conference during conferencing, the department names are updated.

II. Icon Introduction

The users list for flat display as show in below, with their meaning as shown in figure:

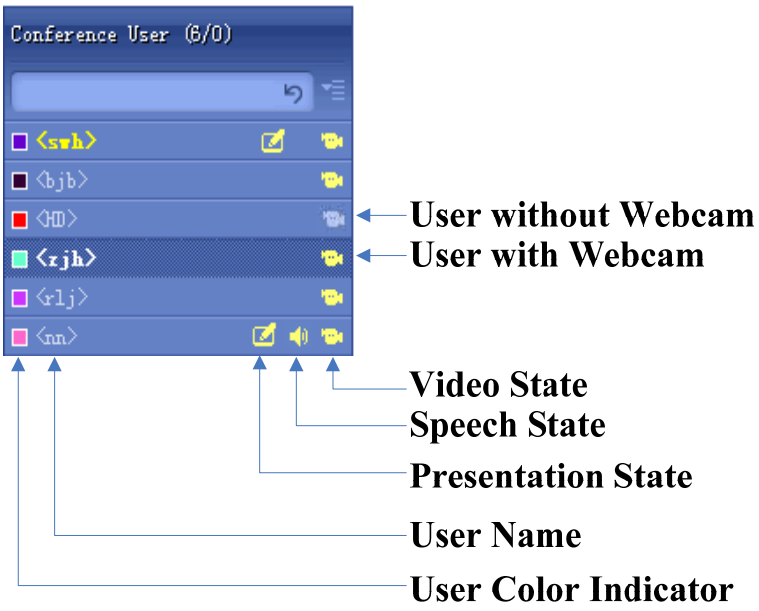


Figure 7-18

The attendee list shows the total number of users in the conference room. For example, Attendees (10/5), indicates that there are 10 standard conference users and 5 conference audience. So, when the mouse pointer points to the attendee panel, the system information bar will display "Standard user 10 persons / audience 5 persons".

Query Function:

(1) Enter searching keywords in the search box. Users who match the keywords will be displayed automatically.

(2) System support proximity searches and several languages, Query does not support spaces before and after the word and support “<” ”>” icon, can not distinguish between the upper and lower case letters.

(3) If user wants to remove all words, just select the button , user list will display all users participating in the conference.

(4) The Users can do anything to the queried users within the operating authority.

(5) The moderator in the implementation of synchronize operation or lock the meeting, query function also can use.

The color and font style of the user name distinguish the conference moderator from the normal conference users, with their meaning as shown in the table below:

Subject	State	Description
User Color Indicator		Each user is assigned a color by the system. The assigned color is same as the finger pointer and the default pen color of the whiteboard.
User Name		The user name of conference moderator appears in bold yellow color.
		The user name of a normal conference user appears in standard white color.
		The user name of the local user appears in bold white color.
Presentation Status (Conference user doing Presentation)	Blank	The user has no access rights to do presentation.
		The user has access rights to do the presentation (The conference user is also the presentation controller).
		The user has access rights to use presentation tools (The conference user is the presentation user).

Subject	State	Description
		The user is currently applying to be a presentation user (i.e. to use presentation tools).
Speech Status	Blank	The user has no speech access rights.
		The user is currently having speech access rights. The icon would display the audio volume output. Clicking on it would display the volume adjustment controls, this would be used to adjust the volume of the user.
		The user is applying for speech access rights.
Video Status		Indicates that the conference user has a webcam.
		Indicates that the conference user has no webcam.
		Indicates that the conference's webcam can be remotely controlled.
		Indicates that the webcam is controllable but the conference user does not allow others to do so.
		Indicates that the user's video is being set for H.323 mode.
		This is a H.323 user (using H.323 terminal to connect directly to the conference session).
		This is a VoIP user (using telephony to connect directly to the conference session).

The videoconferencing system is able to support multiple video feeds, click the conference user name to open or close the video display. When the number of video displays reaches the maximum number allowed, upon opening the next video display, a popup menu would appear to prompt user to switch and replace a current video display.

Note:

The user list would only display conference users, conference moderator and extended users, conference guest users are not shown on this list.

7.1.4 Video Introduction

The video display area displays all videos windows, with each video display window having its own controls. All video displays are arranged according the order of which the user opens them. The more video displays that are opened, the higher rate of CPU processing needed.

Each video displays is opened to the largest size possible, but sometimes because of the number of display windows and the size of these windows, there may be some free space in between them, just adjust the size of these display windows to obtain optimum display.

I. Standard Video

As shown in the picture below.

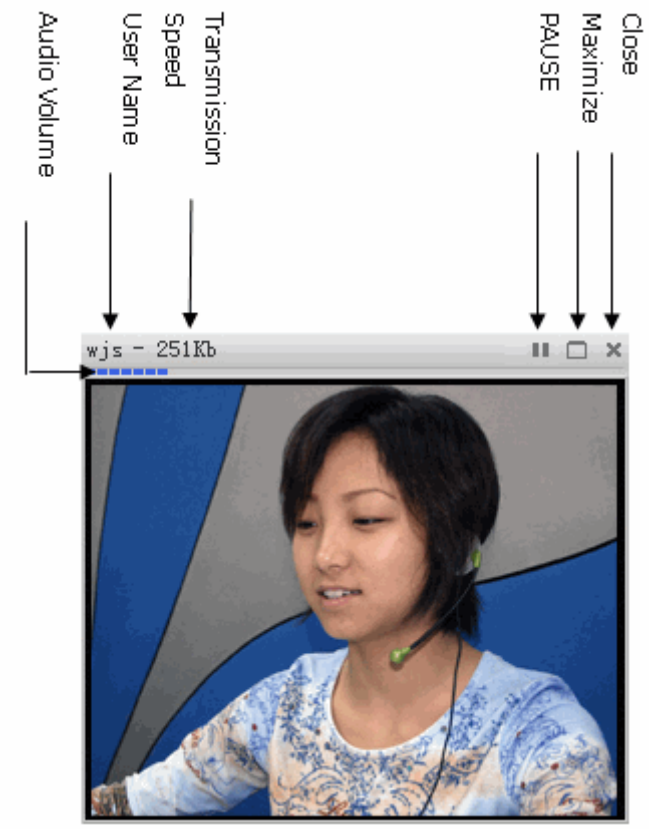


Figure 7-19

User Name: The conference user's name is displayed at the top left corner of the display window; this is the same user name that is displayed in the user list area.

Transmission Speed: This indicates the video data transmission rate.

Pause: This would hold the video display of the local user. At this point, the user video display would show the last frame of the video and at the same time there would be a flashing display of the word "PAUSE". This option is only available in the local video display window.

Maximize: This option would display the video in full screen mode, to revert back to its original size, simply click on it again. This would only affect the local user's video display and does not affect the displays of other users in the conference session.

Close: This closes the video display. This would only affect the local user's video display and does not affect the displays of other users in the conference session.

Audio Volume: This displays the audio volume in the video display. If the user hasn't yet requested to speak, this would not appear.

II. Video Rotation

Video displays that are currently being rotated would display a on the top left corner of the display windows to indicate it. Video displays that are currently being rotated cannot be closed manually.

Figure 7-20

III. Remote Controllable Video

If user has a remote controlled enabled webcam or tripod, once it has been configured with the right model and port and the user allows for remote control of it, in the conference user list, the conference user's video display indicator would show up as . Other conference users can select this user's video display, right click on it and select "Display Cam Control Tool" from the popup menu to display the control toolbar. At the same time, the video display would shrink a bit, as shown below:

Figure 7-21

Below are the descriptions of the tools functions:

Click to move the video display upwards.

Click to move the video display downwards.

Click to move the video display to the right.

Click to move the video display to the left.

Click to enlarge the video display (Increase zoom).

Click to reduce the video display (Decrease zoom).

Click to increase brightness of the display (The remote webcam does not display this function).

Click to decrease brightness of the display (The remote webcam does not display this function.

Click to increase focus (The remote webcam does not display this function).

Click to decrease focus (The remote webcam does not display this function)

Click to return to the original position. (This does not apply to the tripod).

The left mouse button clicking on the display would cause the camera to zoom in quickly; right clicking on the mouse would zoom in slowly.

Note:

If there is a SONY D Series Camera in the conference session and the local user allows remote clients to long-distance control it, local and remote clients all can realize "Presetting Position".

7.1.5 Video Functions Descriptions

To bring up the popup menu, right click on the video display to do, as shown below:

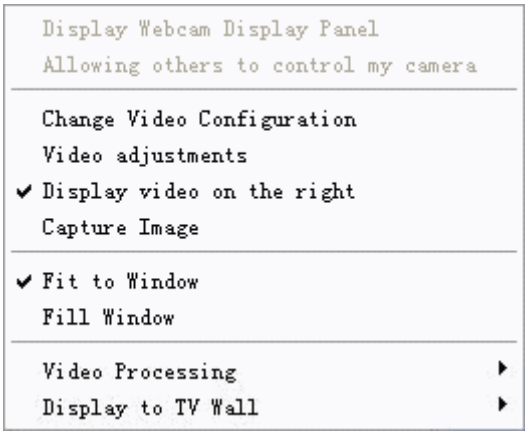


Figure 7-22

I. Display WebCam Control Panel

If the local is detected to be using a remote controllable webcam, the user needs to right click the on the video display and select "Display Webcam Display Panel" from the popup menu to bring up the control tools. The control toolbar would then appear below the video display. For more information, please refer to Remote Controllable Video.If the local user selects to allow other to control the webcam, other users can also use the same way to open the webcam control toolbar.

The function of the tripod and the webcam is the same.

II. Allowing Others To Control My Camera

If the webcam of a conference user can be remotely controlled, the user can select whether to allow others to control the webcam. If the user selects to allow other to control the webcam, other conference users can then remotely control the webcam from a distance away.

The function of the tripod and the webcam is the same.

III. Change Video Configuration

The conference users can only adjust their own video settings (including, video display size, frame rate and bandwidth). The conference moderator has the ability to correct any conference user's video settings.

- **One-channel Video Capture Device**

Selecting this option would bring out the following configurations

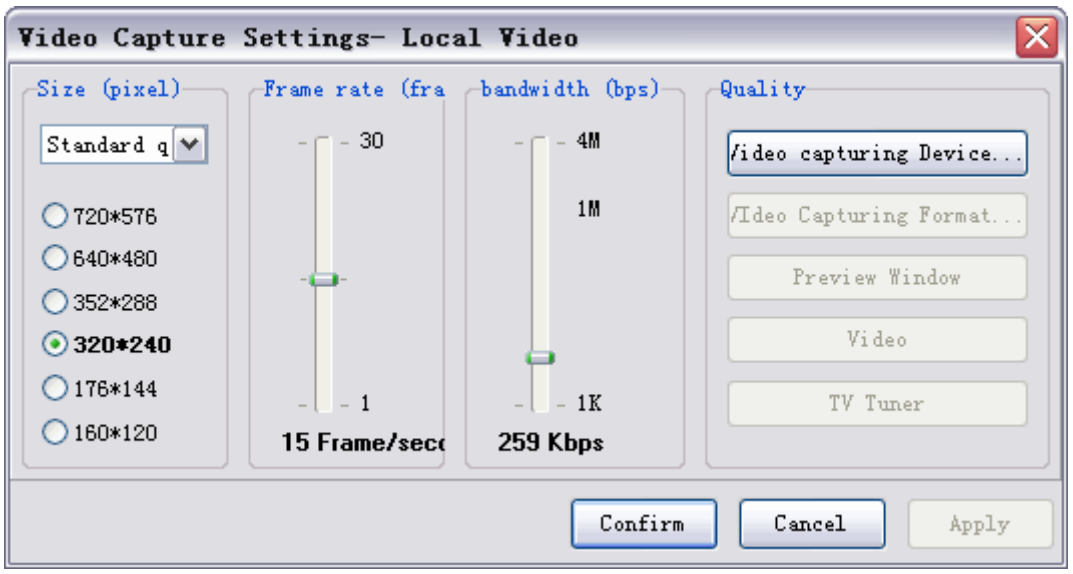


Figure 7-23

Video Size: Select the video resolution of the display. System provides two kinds of settings: Standard quality and High quality.

Standard quality: In this mode, system provides six kinds of video resolutions, as shown in the figure above.

High quality: If the security dongle supports high definition video, users can select High quality mode form the drop-down menu. there are six kinds of resolution options, user can select it according to the actual needs. As shown below.

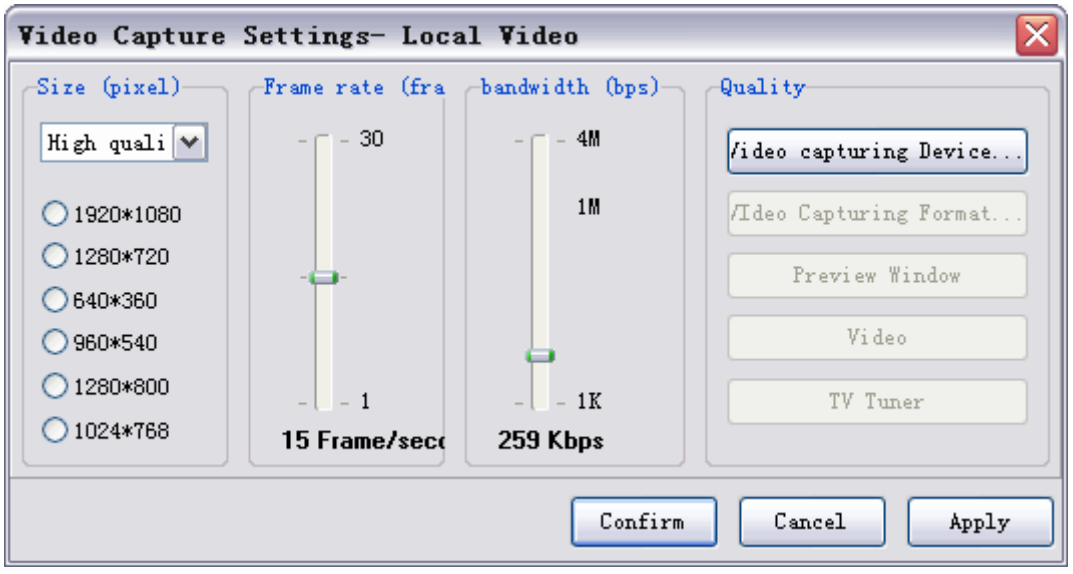


Figure 7-24

Frame Rate: Select the frame rate of the video display. The higher the frame rate, the less clearer the display is, the slower the frame rate the clearer the display is.

Bandwidth: Select the bandwidth for local video data transmission.

Quality: Select this option puts the conference user in control of the video quality, for more information on the setting for each sub options please refer to the related hardware manual.

- **Multi- channel Video Surveillance Card**

Selecting this option would bring out the following configuration window

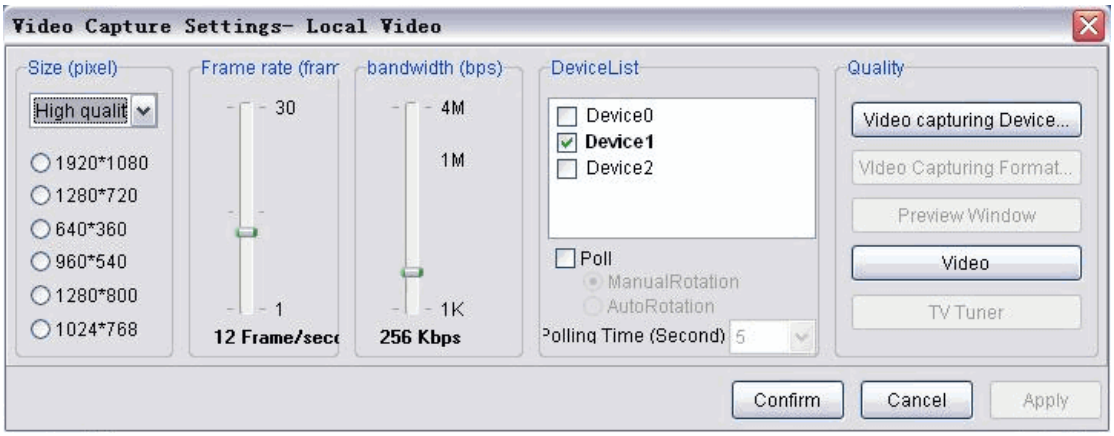


Figure 7-25

There is an additional device list in the dialog box compared with Figure 7-23. If "Poll" is not selected, user only can select one video capture device in the device list and the system will display the video image captured by selected device on the video window.

If "Poll" is checked, user can select several devices as video capture devices and need to select “Manual Rotation” or “Auto Rotation”.

If auto rotation is checked, users need to set the rotation polling time which is 5s by default.

If manual rotation is checked, users need to switch videos by shortcut key “Alt+PageDown” or “Alt+PageUp”. And video window will appears as blue screen if there is no video input.

IV. Video adjustments

Selecting this option would pop up the "Video adjustments” dialog box, as shown below:

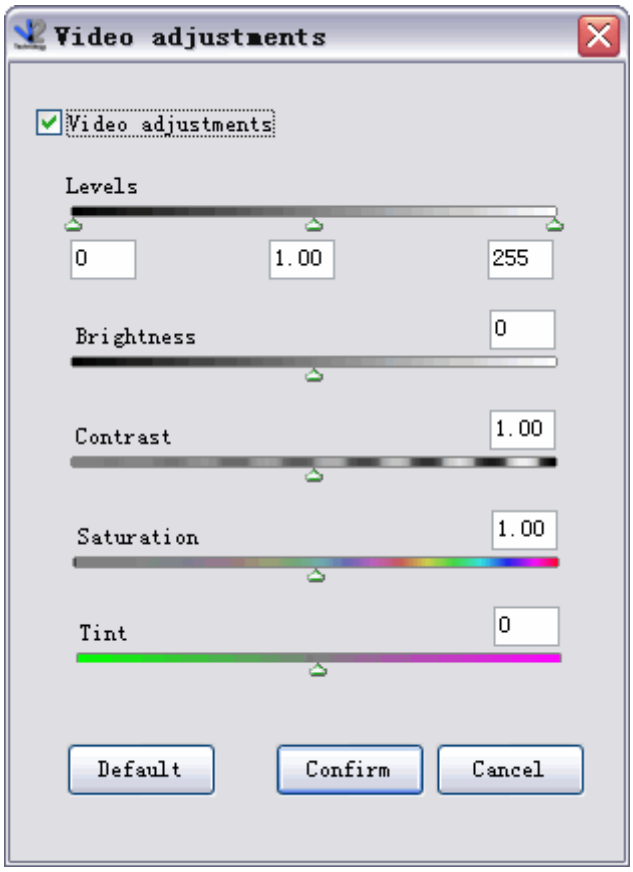


Figure 7-26

Users can adjust the following parameters on the local video to achieve the best visual effects:

Levels: By adjusting an image's shade, halftone and highlight, you can effectively improve old photo' color, inadequate exposure or overexpose and make it seem more natural. As shown below.

Figure 7-27

Brightness: If the image is too dark, you can adjust the brightness to make it brighter. As shown below.

Figure 7-28

Contrast: Adjust the contrast of an image to highlight key theme and make it clearer. As shown below.

Figure 7-29

Saturation: If the image is too light, you need to adjust the saturation to make the color look richer. As shown below.

Figure 7-30

Tint: The Tint transformation allows you to correct an undesirable color cast to make the image more realistic. As shown below.

Figure 7-31

After completed the settings above, click “Confirm" to save the adjustment.

To move the parameters back, the user clicks on the “Default”.

V. Display Video on the Right

If this option is selected, this would display the video display in the video display area. If this option is not selected, this means that the video will be displayed in the left bottom corner of the conference desktop.

VI. Capture Image

To save an image, right click on the video display and select "Capture Image” as the below image would show:

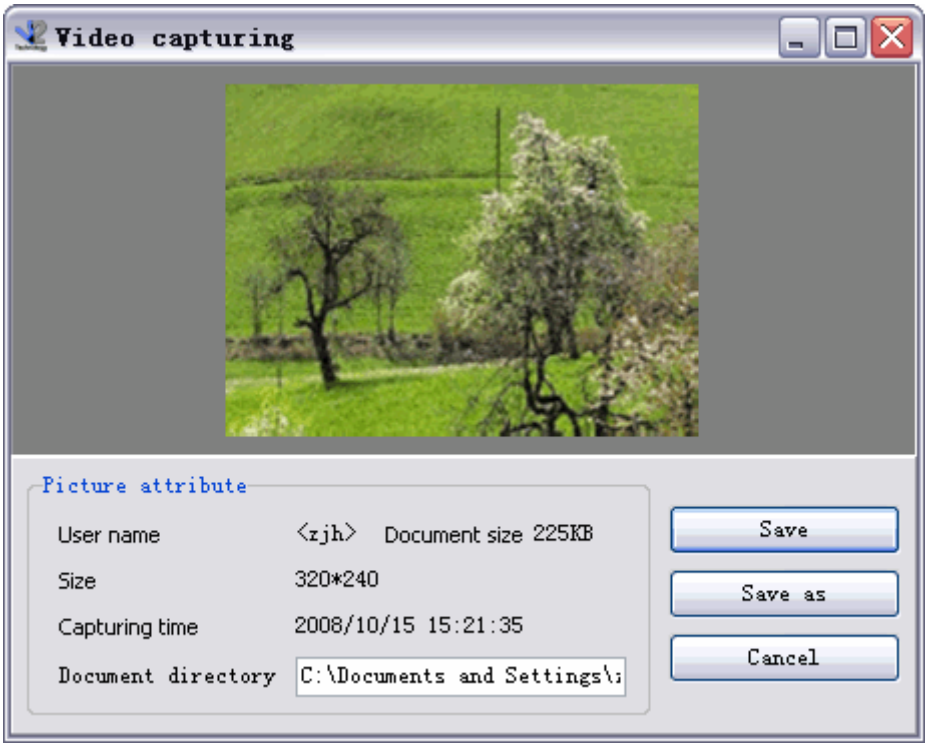
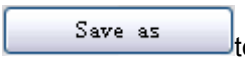


Figure 7-32

Click on “Save" to save the image in BMP format or click 

to browse to change location to save the file.

VII. Fit to window

If this option checked and if the ratio of video sources is not the same as the ratio of video window, there will be two black bands on the video window. As follows:

- **Video aspect ratio> Window aspect ratio**

Black bars appear at the top and bottom of the video display window. As shown below:

Figure 7-33

- **Window aspect ratio> Video aspect ratio**

There are black bars on the left and right side of the video display window. As shown below:

Figure 7-34

VIII. Fill window

If this option checked and if the ratio of video sources is not the same as the ratio of video window, the source video image will be trimmed. As follows

- **Video aspect ratio> Window aspect ratio**

The image fills the video display window, the left and right sides of the original video image will be cut off. As shown below:

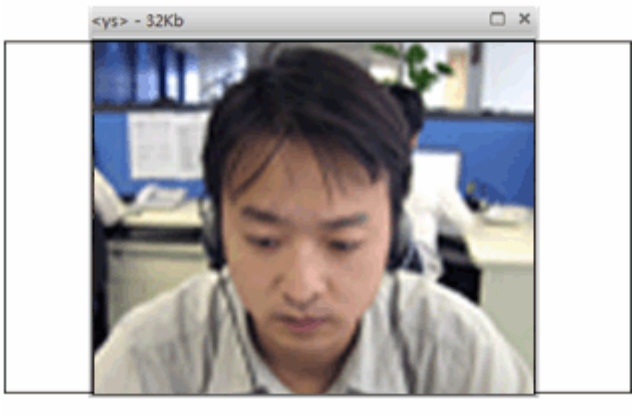


Figure 7-35

- **Window aspect ratio> Video aspect ratio**

The image fills the video display window, and part of the top and bottom of the original video image will be cut off. As shown below:

Figure 7-36

IX. Video Processing

The client is able to add the effects below to the local video:

Speed priority and stripes inhibition：Eliminate the saw tooth effect, have a worse effect on lateral ripple eliminating but resource cost low

New gradual noise filter: video noise reduction algorithm, enhance the video color saturation.

Quality priority and stripes inhibition：Eliminate the saw tooth effect, have a good effect on lateral ripple eliminating but resource cost high.

Monochrome: Give the image a black and white process.

Negative: This reverses the color of the image.

Brightness: Adjust the brightness of an image to the most suitable level

Horizontal flip: This flips the image horizontally.

Vertical flip：This flips the image vertically.

Edge enhancement: By looking at the edge of an image where there is a significant color difference, through increasing the contrast of the element next to it, this would increase the focus of a blurry image.

X. Display to TV Wall

The TV wall function is available in this version of product. The system can transfer multi-channel video to different TV screens by equipped with special decoder card.

The videoconferencing system supports HikVision DS-4004MD decoder board which can decompress video data from v2 and transfer them to decoder card for TV screens display.

Each DS-4004MDI supports 4 channel video outputs. One PC can support up to 4 pieces of DS-4004MD cards, that is to say 16-channel video outputs can be supported. Users can watch the images of video windows on television conveniently.

Select "Display to TV Wall" to open submenu, you can choose which screen you want to display the video on TV, as shown below:

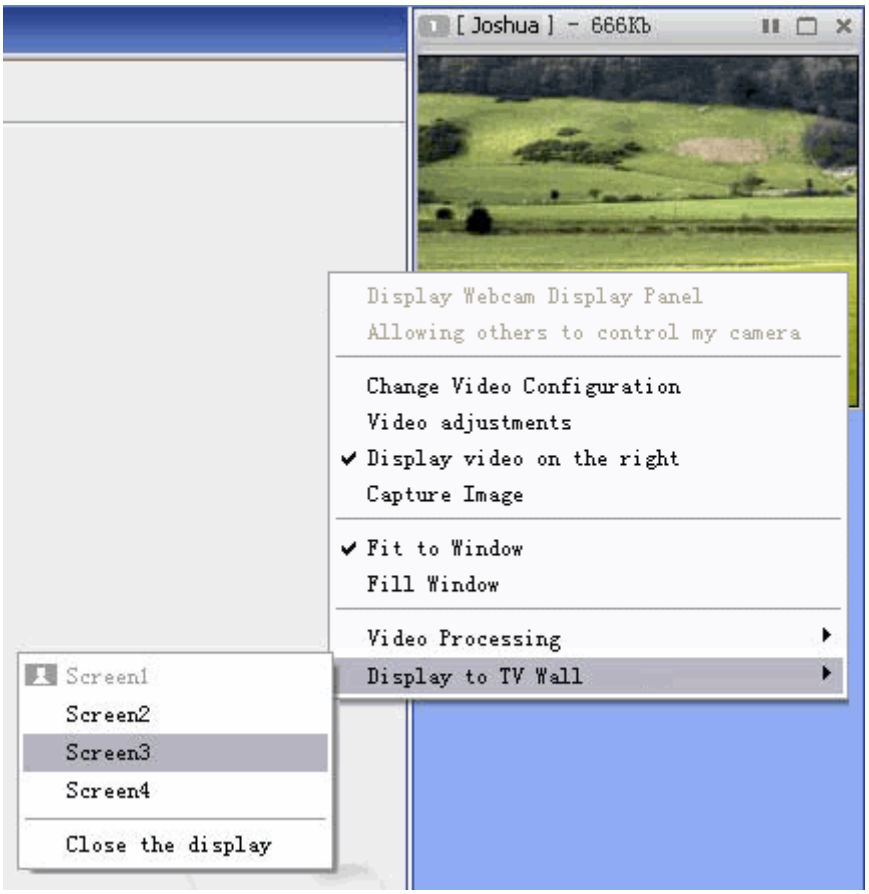


Figure 7-37

Screens which you can choose sort by decoder cards detected and the sequence of ports of each card. If icon "" shows before the screen option, that means the screen already has video displayed on it.

The user can close the display to TV wall by clicking "Close the display". If a video window in v2 is closed, the TV screen with same video will be shut down at the same time.

Note:

- If "Composite TV wall" feature is not supported in the USB dongle, the related function menu will not be seen.
- The video which you want to show on the TV wall can only be choose from the videos have been opened.
- If user wants to display a video image which hasn't been shown on the TV wall to a working TV screen, the original video will be replaced directly by the new video.

- If user wants to output a video signal which has been shown in the TV wall to another TV screen which already has video display on, the system will exchange the 2 video images directly.
- The video which already displayed to the TV wall will have an icon" " with its screen No. on the top left corner of the video windows in V2.

7.1.6 Request Speech Access

The user selects this function to be able to receive the right to speak during the conference session. To release the rights, just select the same option again to release it (note: at this point, the option would have changed to "Release Microphone". Both the speech button in the function control area and the speech icon in the user list section would indicate the relevant status.

V2 Conference supports multiple users speaking simultaneously, the maximum no. of concurrent audio channels supported is determined by the security dongle, for more information on the number of users that can talk in the conference session, please refer to “No. of Speakers” section when scheduling a conference.

Currently, V2 Conference can support multiple individuals speaking simultaneously, with its maximum audio limit limited by the security dongle. If the number of speakers in a conference sessions has reached the maximum limit, by selecting this option, this would put the request on a waiting list, until one of the current speakers release his/her speaking rights, the system would then assign the available slot to the next speaker on a first come first serve basis.

If the conference session is in moderator mode, it would be the conference moderator’s decision to whether allow the user to the right to speak. At any given time, the conference moderator request to speak would be granted immediately.

Note:

If the current speaker grey out the microphone icon in the volume control section, even if the user on speaking status, the rest of the users in the conference session would not be able to hear from this user.

7.1.7 Request Presentation

The users select this option to allow them to have the right to do presentation. To release the hold on presentation rights, just select this command again (Note: the option would now show as “Release Presentation”). Both the presentation button in the function control area and the presentation icon in the user list section would show the relevant indication.

The first user who gets to do the presentation is known as the Presentation Controller, while the second use to have access to the same presentation rights would be known as the Presentation User. The Presentation Controller can create or remove the conference

whiteboard, files, documents, and other data, show pictures, share out applications, but for Presentation User, they can only work on the existing whiteboard and files.

The system currently supports up to a maximum of 5 people to have simultaneous presentation control, once the number of users wishing to use the presentation tools have reached the maximum limit, the next person that request for it would be put on hold until one of the current users has released control of it, then the system would then assign the free slot to the next user on a first come first serve basis.

If the conference session is in free mode, the assignment of the presentation control would be on a first come first serve basis. If the conference session is in moderator mode, it would be up to the conference moderator to assign permission to the users

I. Presentation Controller

The Presentation Controller can create or remove the conference whiteboard, files, documents, and other data, show pictures, share out applications. The Presentation Controller can perform any function on the data operation area, which all conference users would be able to view at the same time. This however does not include Multicast users or Extended Uses, the ability of guest conference users to do so would have to depend on the access granted to them when configuring the conference sessions.

The Presentation Controller can click Data Operation icon which is next to Presentation Workspace to display current list presentation items, as shown below:

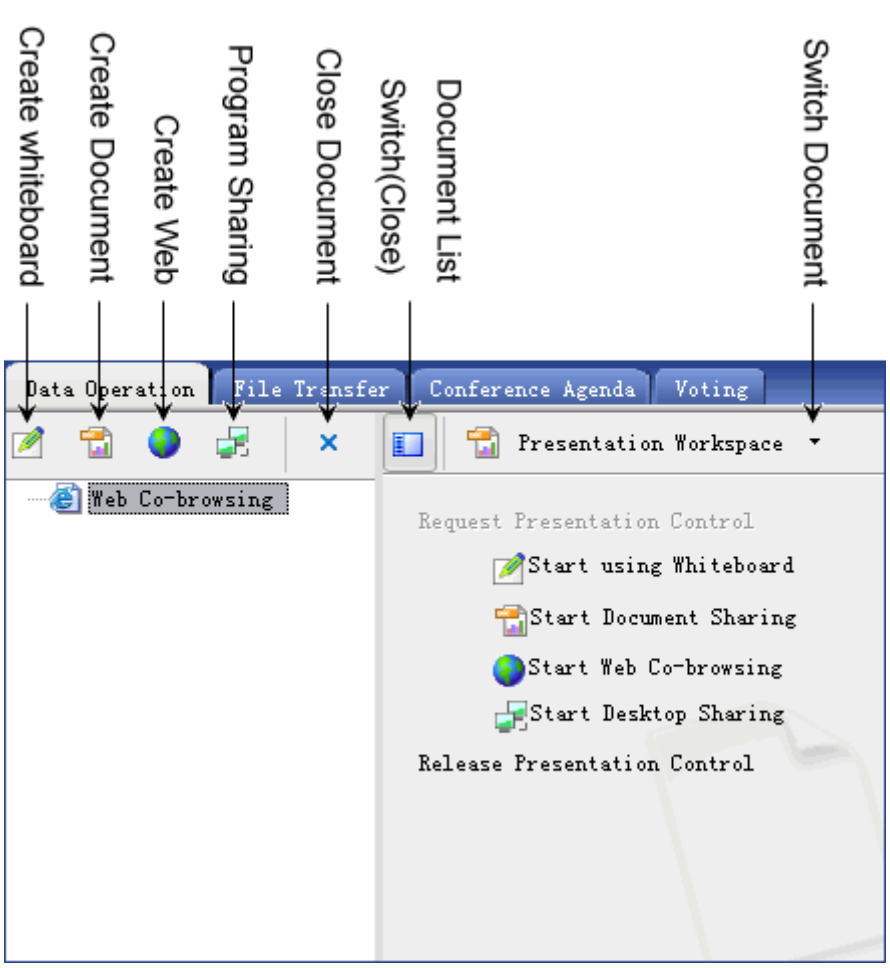


Figure 7-38

The shared files displayed in the data sharing list on the left side of the presentation workspace, including whiteboard, documents, web pages, screen capture, etc. The presentation controller can double-click on the data sharing list to switch between each presentation and right-click on the shared files to delete it. Other users only can view the data sharing list.

Whiteboard

The conference session virtual whiteboard is just like traditional whiteboard in a conference room, users are able to write, draw and change color markers, etc. To launch the virtual whiteboard, select “Start using Whiteboard”. If there is some other data is currently occupying the space, click the presentation button in the function control area, select “Start using Whiteboard” when the popup menu appears, as shown below:

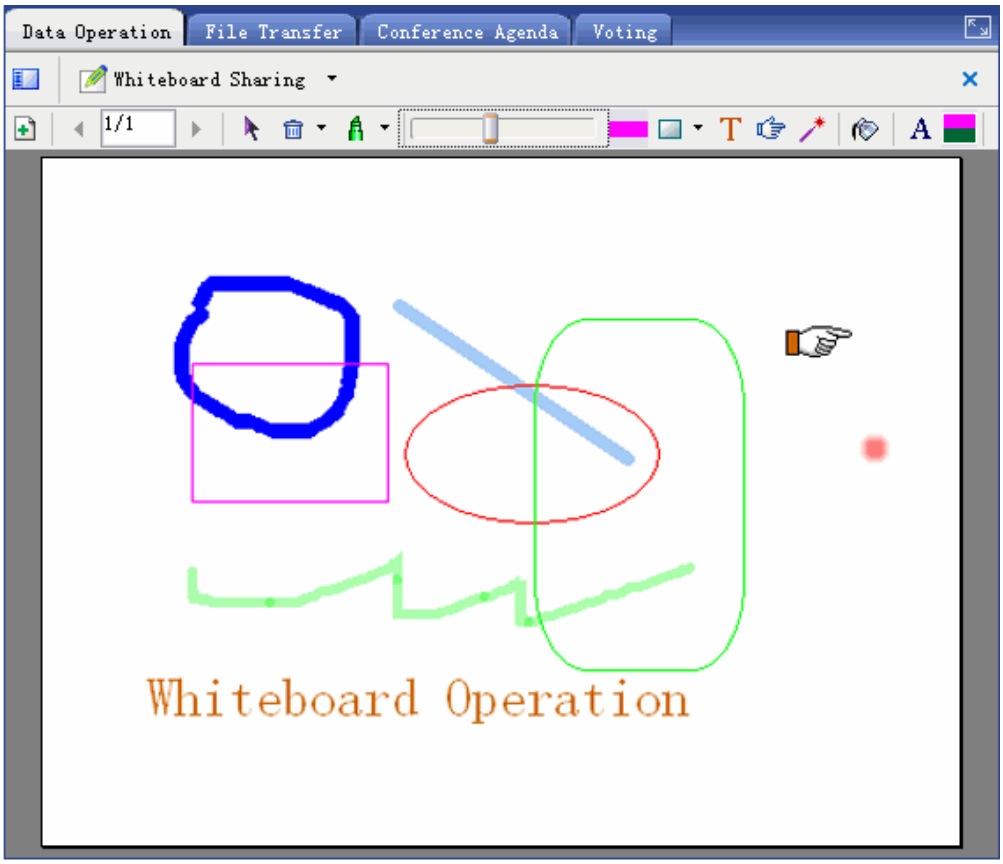
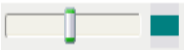


Figure 7-39

The below is a list of functions found in the toolbar on top of the whiteboard:

Tools	Functions	Effect
	Current page number and the total page. User is allowed to key in the page that he/she wishes to access to.	
	Last Page	
2/3	Select Object arrow	
	Next Page	
	Current page number and the total page. User is allowed to key in the page that he/she wishes to access to.	
	Delete Object	
	Delete Hand (The Presentation Controller can delete own pointer.)	
	Delete All Hands (The Presentation Controller can delete all pointers).	

Tools	Functions	Effect
	Pen (The pen thickness is adjustable)	
	Draw Line (The line thickness is adjustable)	
	Highlighter	
	Bounding Box of the thickness	
	Rectangle	
	Round	
	Rounded Rectangle	
	Text	
	Pointer, color is the same as the user color indicator	
	Laser Pointer	
	Annotation Color	
	Font Setting	
	The top color is the current pen color while the bottom color is the color indicator of the user	

In the whiteboard area, right click on it to see the below popup menu:

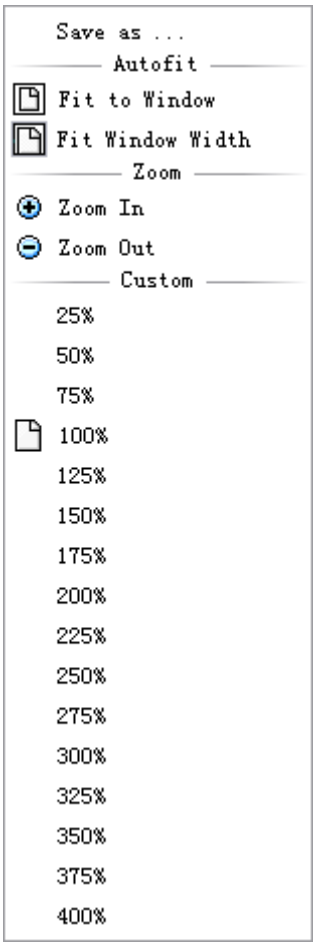


Figure 7-40

Conference user can save the content of the whiteboard, as a bmp picture format, which can based then be enlarged or shrunk based on user's needs.

Note:

The videoconferencing system supports multiple whiteboards, the Presentation Controller can create multiple whiteboards and switch between each of them.

- **Presentation Panel to Full-screen view**

Presentation controller can set presentation Panel to full-screen view. Click the icon "" on the upper right corner of presentation area and presentation area will fill the screen, as shown below. In full-screen view, presentation controller still can use the toolbar at the top of the screen.

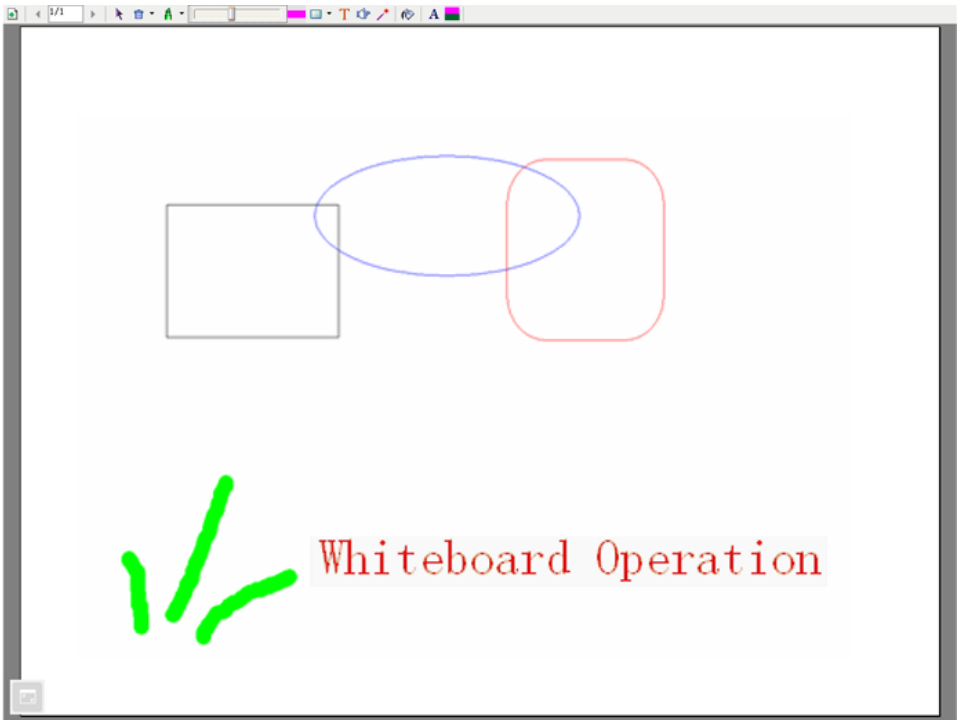


Figure 7-41

Click the ESC key or the icon on the bottom left corner of the screen to exit from the full-screen view.

Document Sharing

Presentation Controller can share documents with other conference members, the files that can be with them includes, Office documents, PDF files, Visio files, audio files, etc. To launch the document sharing function, just click “Start Document Sharing”, but if the presentation area is currently occupied by other shared files, go to the function control area and select “Request Access”, from the popup menu, choose “Start Document Sharing”. Then popup “Select file to upload” window, select the file, click “Open”.

System will recognize the file type automatically, if the file type is in PPT/PPS, it will pop up the file sharing dialog box for user to decide share type, as shown below. Select “Animation Available (No Annotation)”, and click “share” to start file converting and uploading process.

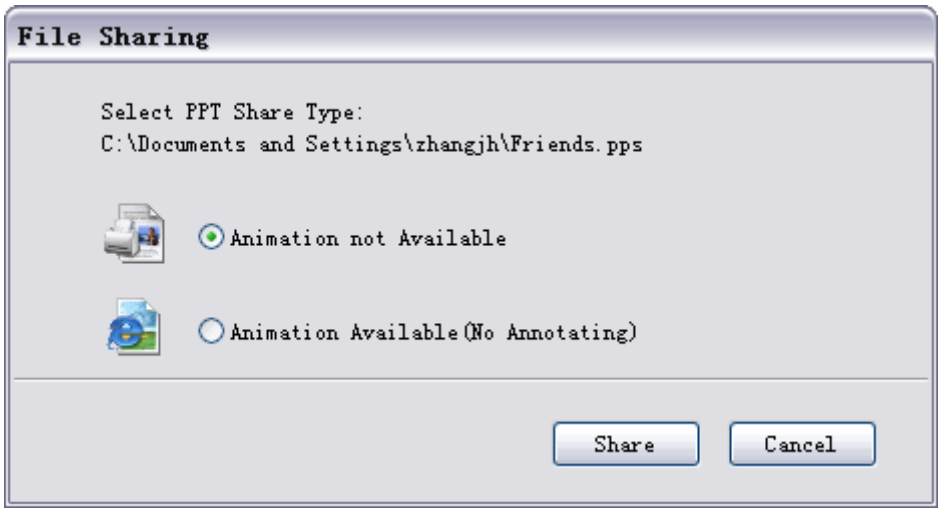


Figure 7-42

The tools that appear in the document toolbar are similar with that of the whiteboard. The user can control page turn and animation effect by left and right arrow on top of the document toolbar, as shown blow. Click right arrow one time to play one step animation or turn one page; you can't turn to the next page until all of the animations on a certain page being played. The system also supports user to press Page up or Page down keyboard key to turn pages or play animation, it works as clicking the arrow button. But annotating feature is not available under this animation mode.

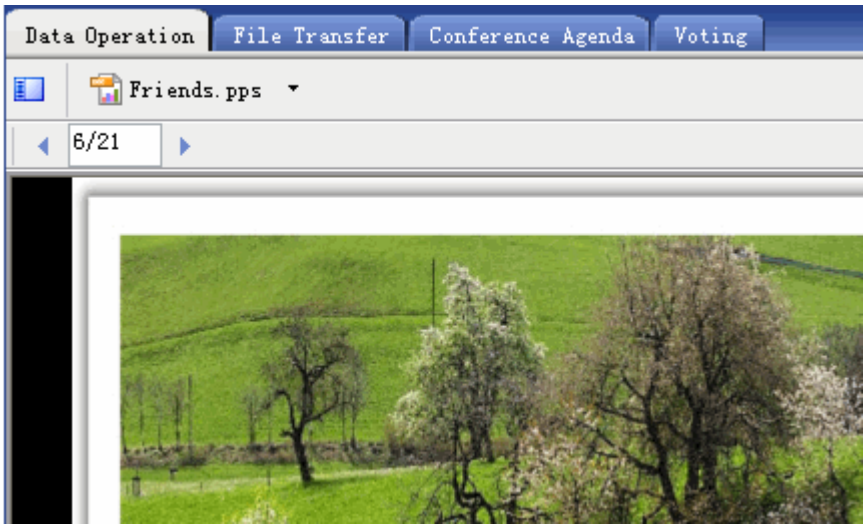


Figure 7-43

Note:

If the encrypted device supports dynamic PPT，the system will play the PPT/PPS document automatically after uploading process.

System will judge the file type, if the file type belongs to the following two types, user needs not to choose the sharing mode, and sharing the file according to the corresponding sharing mode automatically.

- Suitable for files that can be printed out directly from the printer , e.g. Microsoft Office files, PDF documents, picture type (JPG, BMP, PCX, EM, WMF) ,TXT, etc. The tools that appear in the document toolbar are similar with that of the whiteboard. When the documents are shared out, the system will by default display them on a 100% ratio.

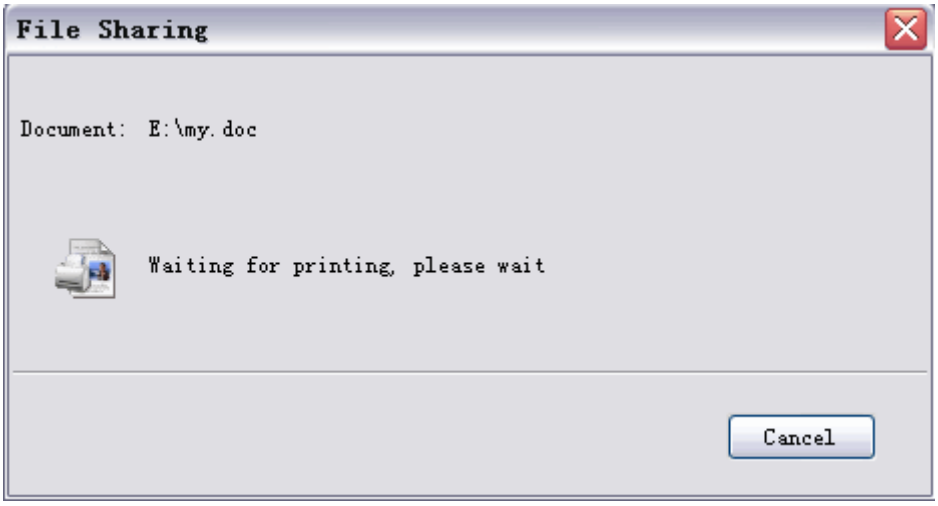


Figure 7-44

- Suitable for files that can be accessed directly through the Internet browser , e.g. Flash files (SWF, GIF), media files (AVI, ASF, WMV, RM, RA, RMVB, MPEG, MPG), MP3, WMA, etc. Such kinds of documents require that the client user be installed with the appropriate web plug in before viewing these files. For example, to view Flash graphics, requires that the Flash Player web plug-in be installed on the client PC. It is through this method that audio and video files can be shared out, as long as the supported files have the necessary default viewer installed on the client PC. Both the interface appearances of File Sharing and Web Sharing are similar.

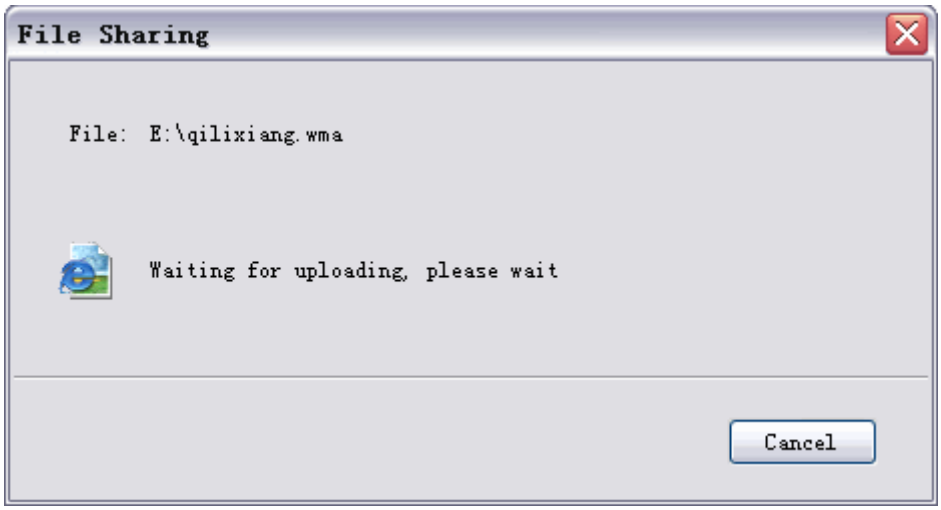


Figure 7-45

If the file type not belongs to the modes above, user needs to select the sharing mode manually. Display the window as below.

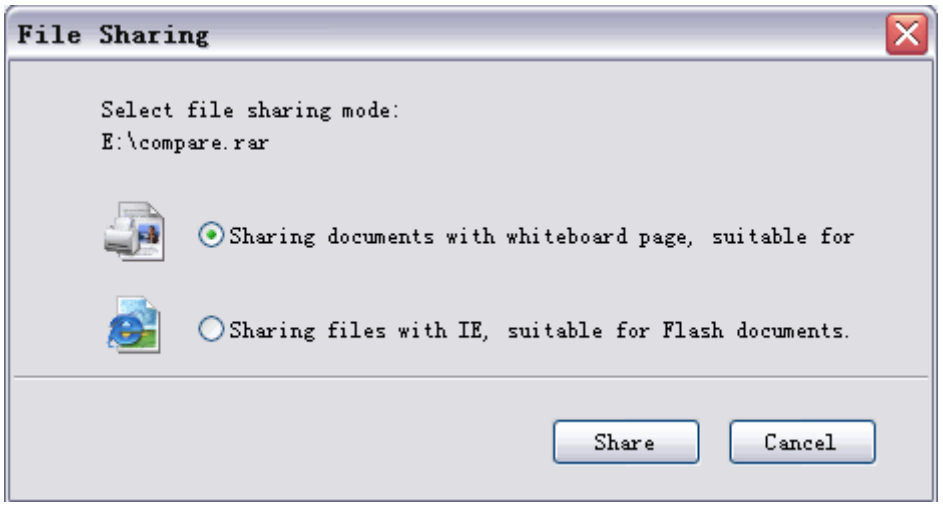


Figure 7-46

If the file cannot be shared, it prompts as bellow:

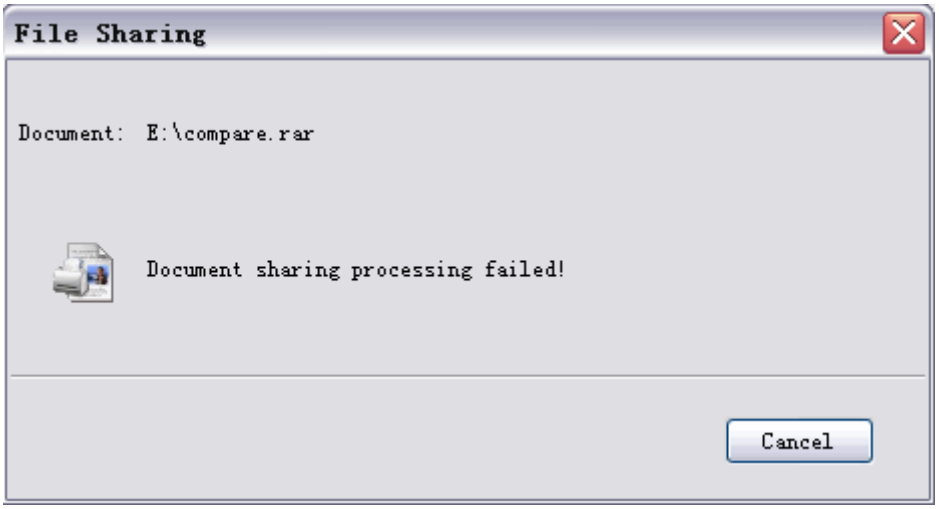


Figure 7-47

Note:

When the Presentation Controller is switching to a new page, the indicators on the user panel on the left would turn blank. Until other conference users have already downloaded the document, the related indicators would return back to normal (this would only show up on the conference moderator's client end). The Presentation Controller is able to use the page switching notification to determine whether other conference users have received the file sharing information.

Presentation controller also can use full-screen view in Document Sharing. For more information, please refer to Presentation Area to Full-screen view

Web Co-browsing

The Presentation Controller is able to browse websites together with the conference users. To begin sharing the website, just click “Start Web Co-browsing” to begin, however if the presentation area is currently occupied by other data presentation, click on “Request Access” in the function control area and select “Start Web Co-browsing” from the popup menu.

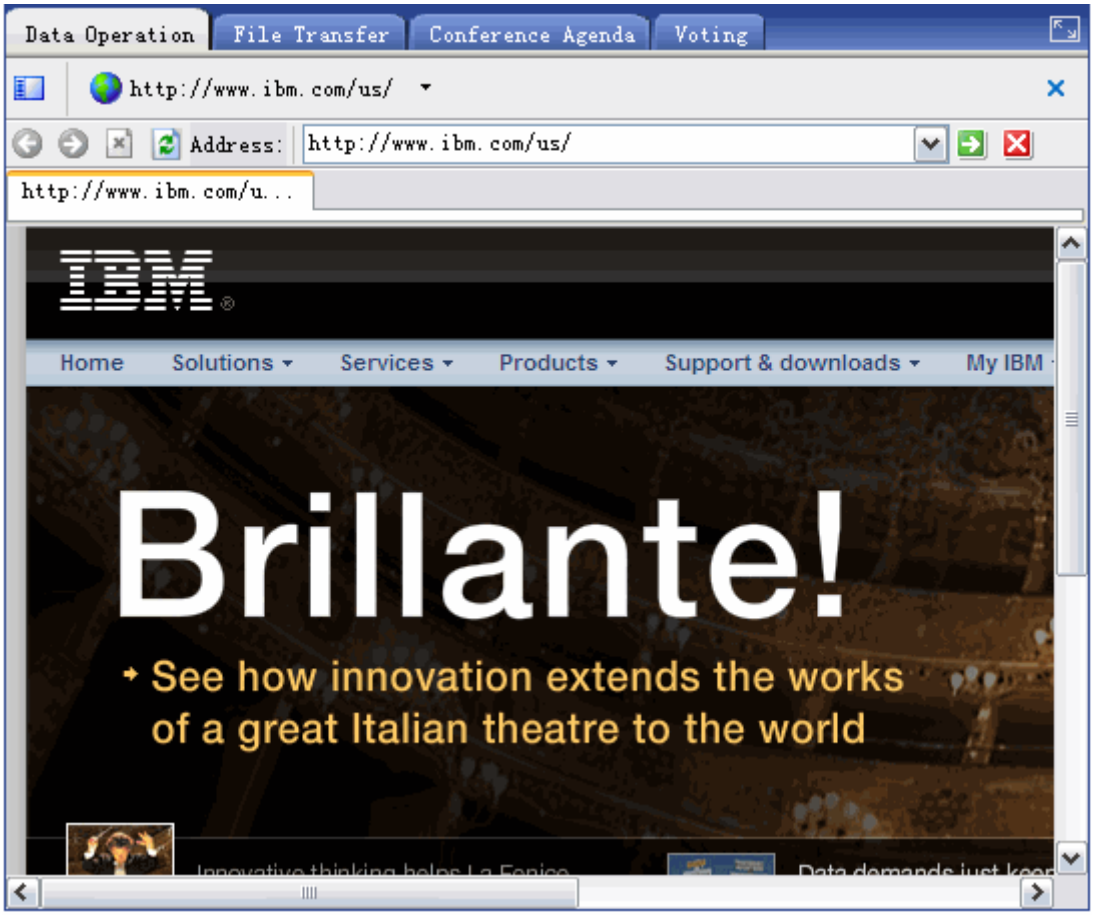


Figure 7-48

Click on to go back to the previous webpage.

Click on to go forward to the next webpage.

Click on to stop.

Click on to refresh the webpage.

Click on to go to any other webpage.

Click on to close current webpage.

Note:

- The websites that are being viewed, should be accessible by all conference users, do not use any local URLs. If used on the Internet, do not enter any LAN address.
- The Presentation Controller can create and switch between multiple websites. To switch between each website, just click on the browser status, or double click on the same tab to close the website.

Presentation controller also can use full-screen view in Web Co-browsing. For more information, please refer to Presentation Area to Full-screen view

Desktop/Application Sharing

The function of Desktop/ Application Sharing enable the Presentation Controller to share out the application or desktop with everyone in the conference session for them to view or control. This can be done either in a “one to many” or “one to one” approach.

- **“One to Many” Approach**

This approach is the Presentation Controller sharing out the application with the rest of the conference users in the conference session (this does not include extended users, whether guest users would be able to see it would be determined when setting up the conference session).

To launch this function, if the presentation area is empty, click “Start Desktop Sharing” to begin. If there is already shared data in the presentation area, to launch the function, go to the function control area and select “Request Access”, from the popup menu, select “Start Desktop Sharing”, the dialog box would appear, as shown below:

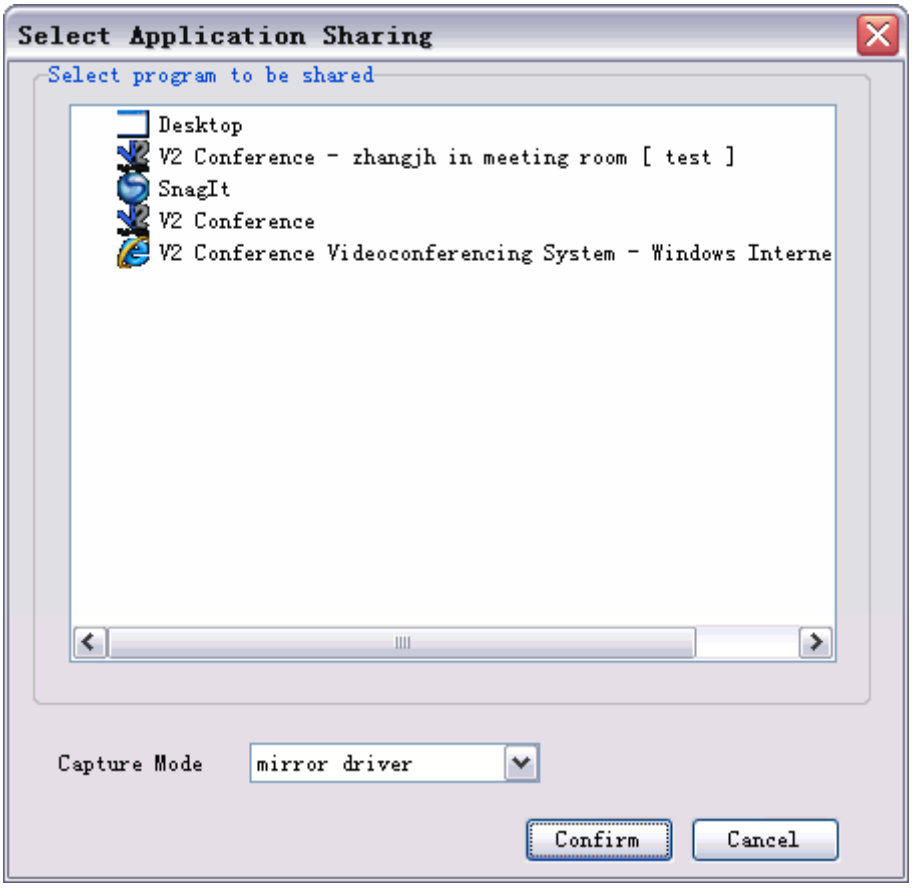


Figure 7-49

Select Application Sharing: Application sharing refers to sharing of a particular software application and all related functions, desktop sharing refers to sharing the whole system desktop with its related function.

Capture Mode: System provides two kinds of capture modes: mirror driver and hook dll. The default is “mirror driver”, user also can choose according to his needs.

Mirror driver: In this mode, the CPU occupancy rate is low, it lightens the burden of the system and the higher accuracy of change detection can be acquired. But some programs and graphics which based on the DirectX technology may not be captured, such as most games.

hook dll: in this mode, all the changes on the desktop can be captured, including the programs and graphics that based on the DirectX technology, but it uses more CPU resources and network bandwidth and the accuracy of change detection is lower than mirror driver mode.

From the list, select the application or the desktop to be shared out, once the current user uses this function, it would immediately be shown to other conference users. The relevant message will be displayed in the system information bar when this option is selected.

After sharing the application, the users that created and received the shared application would have this icon on the system taskbar, to indicate application sharing.

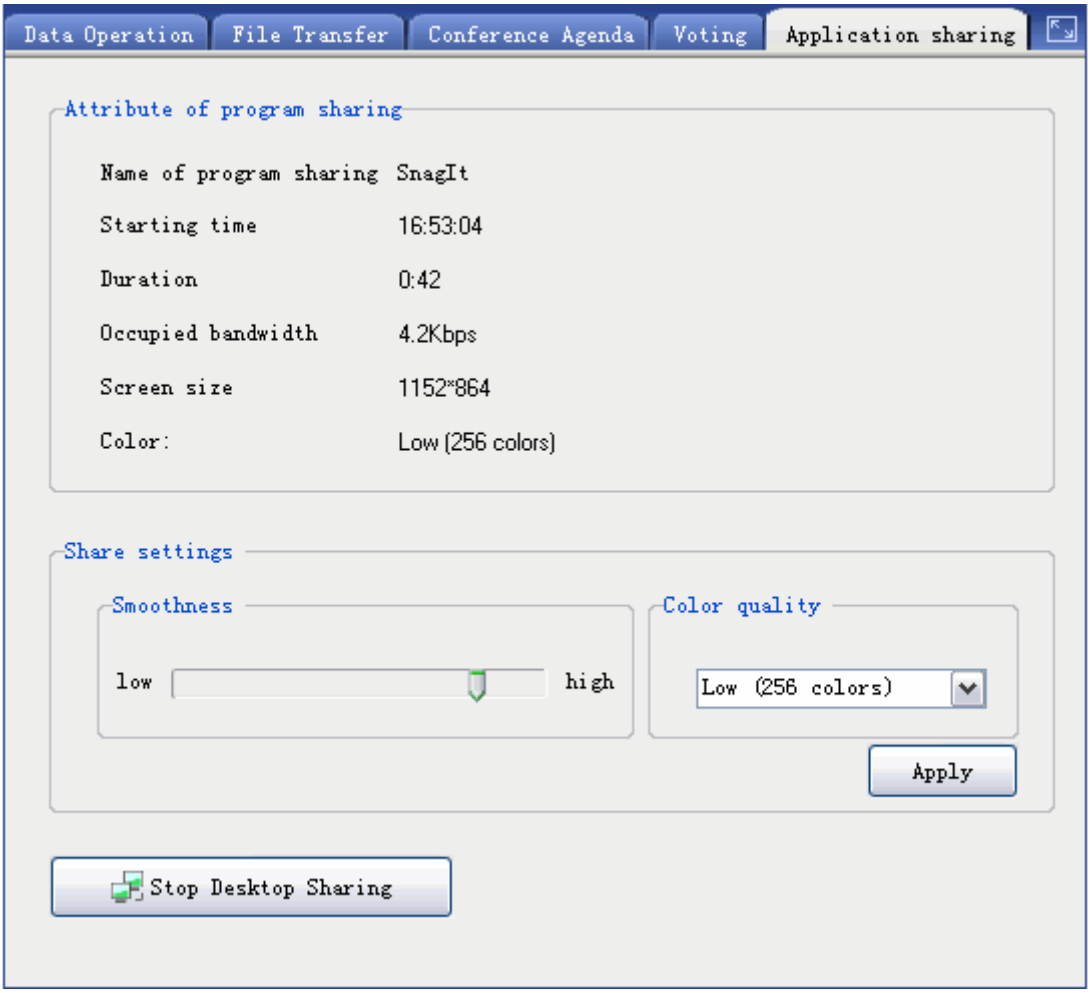


Figure 7-50

Share settings: Users can adjust smoothness and color quality according to their needs. If the bandwidth is abundant, choose “High (16 colors)” , otherwise choose “Low (256 colors)”. After completed the settings above, click “Apply” to apply the settings.

After starting application sharing, a toolbar will appear on the top of the creator’s screen, user can annotate the sharing application by using those tools. As shown below.

Figure 7-51

Click on the “Annotating” icon and then all of the drawing tools become available, user can realize the operations such as annotating, drawing, text and so on. To stop the annotating process, just select the “Annotating” option again. The tools that appear in the toolbar are similar with that of the whiteboard, not repeat them here.

After releasing the presentation control rights, the creator will lose his annotating rights but still able to realize other operations, such as stop sharing application; the next user who get the

presentation control rights can make the same operation as the creator on the sharing application.

Note:

- During the annotation, the creator's desktop will stay in the screenshot state and the user cannot operate other programs.
- After exit the annotation, the annotations on the screen by user will be deleted at the same time.

At the same time, a popup window will be appeared on top of the presentation panel of the sharing client, showing the shared application name and its occupied bandwidth for users to monitor the status of the data sharing. As shown below.

Figure 7-52

Shared applications are operated or controlled by other users, but it would require that the user who shared the application, release presentation control over it. Only after another user has successfully become the Presentation Controller, can this user operate the shared application on the PC.

To stop sharing the desktop or application, if there is nothing being shared in the presentation area, select "Click Here to Stop Desktop Sharing". If there are items being shared in the presentation area, click on the presentation icon located in the system function control area and select "Stop Desktop Sharing" from the popup menu. You also can exit from the application sharing by clicking "stop" icon in the toolbar at the top of the screen.

- **"One to One" Approach**

In this approach, application and desktop sharing would only be limited to two users, also know as "point to point" sharing. To do so, the Presentation Controller selects one conference user from the user list, right click on the mouse and a popup menu would appear.

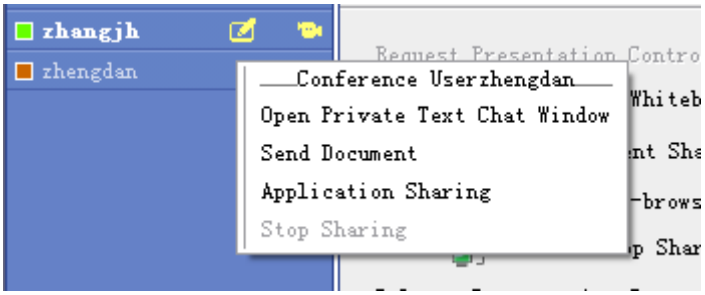


Figure 7-53

After selecting "Application Sharing" from the menu, the application sharing window would appear, with its functions similar to that of "one to many" approach. To stop application sharing, select the same user and right click on the mouse, select "Stop Desktop Sharing" or from the function control area, select "Stop Desktop Sharing" from the menu given.

Note:

If there is an existing "one to one" application sharing, there cannot be another "one to many" application sharing session. Likewise, if there is currently "one to many" application sharing session, there cannot be another "one to one" application sharing session.

There can only be one "one to one" application sharing session.

Presentation controller also can use full-screen view in Desktop/ Application Sharing. For more information, please refer to Presentation Area to Full-screen view

In full-screen view, click the icon on the bottom left corner of the screen to minimize the client program.

Screen Capture

Using this function, this enable the screen capture of any section of the display screen and place the captured screen on a new whiteboard.

After the user applied to be the presentation controller, select "Request Access" in the function control area, from the popup menu, selects "Screen Capture". The user can select the option or use the shortcut key "Ctrl+Shift+P" to be in screen capture mode. The mouse cursor would be in a "+" and moving it around, the user can select an area to screen capture it. The selected area would be highlighted in a red box, to confirm the selection, just click on the left mouse button to do so. It would then prompt you with a message. As shown below:

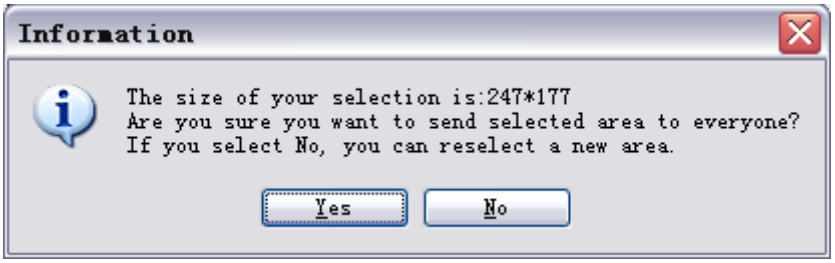

Information
The size of your selection is:247*177
Are you sure you want to send selected area to everyone?
If you select No, you can reselect a new area.
Yes
No

Figure 7-54

Once you've confirmed your selection, the picture would then appear on a new page on the whiteboard. If you decline to accept the selection, then you can reselect the area of choice again. In the process of screen capture, clicking on the right mouse button would terminate the function.

Note:

If one needs to capture a screen, in the process or doing so, the user is unable to do other functions. If another screen needs to be captured by the user, first switch to that particular screen and use the shortcut key "Ctrl+Shift+P" to capture the screen, if the screen capture is successful, it would be given a maximized display automatically.

Position Preset Function

SONY D series video camera (D31, D70, and D100) provides a position preset function. In this function, the camera parameters such as position, zoom, focus, bright etc can be stored in the control panel. User can adjust the video display position by operating control panel to achieve switching between multiple remote locations.

After SONY D series video camera connected to V2 Conference system, the client software also has the position preset function. Local or remote Presentation Controller can set and recall the presetting position by following steps:

Position Preset setting

After connected the local client Webcam, user can right-click on the video window and select "Display Webcam Display Panel" to display the camera control toolbar in the bottom of the video window. Other users can also achieve this function if the "Allowing others to control my camera" option is checked, as shown below.

Figure 7-55

Only the Presentation Controller is allowed to achieve the Position Preset Function. First, client users need to adjust the camera parameters such as position, zoom, focus etc (for more details please refer to allowing others to control my camera.), then click on the "" icon and choose "presetting position" in the pop up menu to display the Presetting webcam Position dialog box, as shown below.

Figure 7-56

Users can finish the Position Preset setting by clicking on the "Confirm" icon after keyed in the Option No. and Option Name. The modify process here are the same as above. If one user has set the position preset, the client will automatically memorize the presetting parameters. The Position Preset setting will not be changed, even if the client exits from the conference or the server restarted.

Users can hold down the PRESET key and then press a POSITION key from 1 to 6 simultaneously on the control panel to achieve the Position Preset setting function.

Recall Position Preset

After completed the Position Preset Setting, users click on the "" icon to display the menu, as shown below.

Figure 7-57

Users can select stored Presetting Position from the drop down menu to recall the appropriate parameters setting and then an icon "●" will displayed before the checked Presetting Position.

Users can also recall the appropriate Position Preset setting by press a POSITION key from 1 to 6 on the control panel.

II. Presentation User

The Presentation User can not only see the information displayed by the Presentation Controller, but they can also add and edit information on the whiteboard and shared documents, using the conference tools available.

When Presentation User is viewing the file or whiteboard, the page would also show a small frame that would display the region that the Presentation Controller is viewing. The small frame would move along with the viewing movement of the Presentation Controller. When the view of the Presentation Controller and Presentation User is the same, the edge of the shared document and the frame would be superimposed on each other.

When sharing the files and documents, the Presentation User can right click on the data sharing area and save the whiteboard document as a BMP file, which can enlarge the size of the document as needed. By selecting the synchronization option, the browsing area would be in sync with the Presentation Controller.

Note:

- The synchronization would only show the upper left area corner of the Presentation Controller, it doesn't show the exact ratio of the display.
- Click on the "" icon in upper left corner of the Presentation Area, the data sharing list will be displayed on the left side of the presentation workspace.
- If the Presentation Controller set full-screen view, the toolbar will not be displayed on the operation area of the Presentation User.

III. Non Presentation User

This refers to other conference users that haven't yet received access to the data sharing function. These users can view the data shared by the Presentation Controller.

When these users are looking at the documents of whiteboard, the page would display a frame. The frame would display the viewing area of the Presentation Controller, the view area would move if the Presentation Controller view area is moved as well. If the view area of both the current user and the Presentation Controller is the same, the edges of the frame and documents would be superimposed on each other.

When sharing the documents or the whiteboard, these non-presentation users can right click on the data presentation area and save the whiteboard content in a BMP file format, which can enlarge the size of the document as needed. By selecting the synchronization option, the browsing area would be in sync with the Presentation Controller.

Note:

- The synchronization would only show the upper left area corner of the Presentation Controller, it doesn't show the exact ratio of the display.
- Click on the "" icon in upper left corner of the Presentation Area, the data sharing list will be displayed on the left side of the presentation workspace.

7.1.8 Conference Recording

Click on the "Start recording" option under the general menu, the recording will not be start until the screen is blank for about one second.

User also can click on the option in the system information area to begin the recording, the message "Recording started" will displayed in system information area at the same time. At this time, the recording icon in the function control area will appear as , after the recording session is complete, click on to stop the recording process.

Note:

- If during the process of recording the whole conference session, the hard disk space on the computer is less than 30MB, then the system would stop recording and will display a message indicating that the hard disk is full.
- Recording are in accordance with the ratio of video sources and have nothing to do with the ratio of video window.

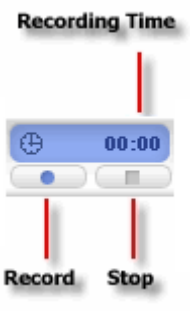


Figure 7-58

I. Storing the Recording

All conference session recordings are stored by default in 'V2 HOME\Record', with V2 HOME the installation path of the software. To change this location, go to General, then go to Settings, select "General" tab, and select "Record Path Portion", to change the default path for the recorded files.

Each recording is file is stored in a file folder, with the folder name displaying the recorded date and time. Since the user select different recording modes, the files in the folder also are different.

Record all: There only one file in the folder.

- **Record File:** The entire contents that shown in the user's client screen and the audio from the conference session will be converted into one video file, which is stored in .asf format.

Advance Record: There are four kinds of file types in the folder. As shown below:

- **Audio File:** These are audio recordings during the conference session, which are stored in .wma format.
- **Video File:** These are individual recordings of the videos that were displayed during the conference session, which are stored in asf format. The number of files corresponds with the number of video displays that were displayed on the local desktop during the conference session.
- **Screen File:** Including user list, data area and full screen, which are stored in .asf format.
- **Record File:** Double click on the Media Player to play the files with three types of **information** above. The record file is stored in .v2m format.

II. Playback Recorded File

In the folder where the recording is stored, there will be a file with the file extension *.v2m, launch the V2 Media Player to playback the whole recorded session. Below is an image of V2 Media Player.

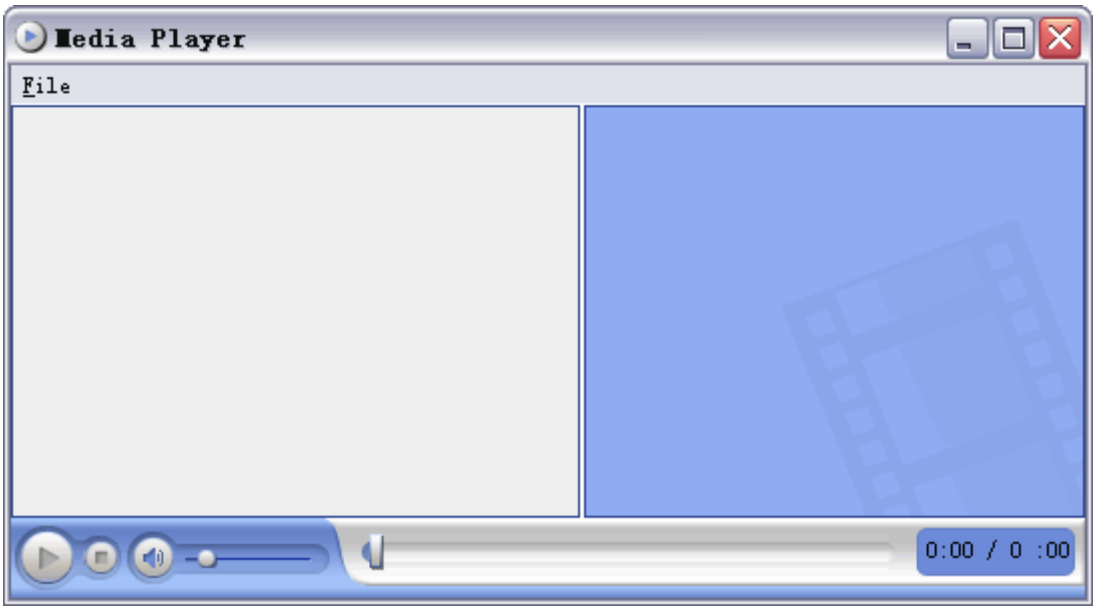


Figure 7-59

Below the characteristics of the media player:

- Launch the media player first before opening .v2m files.
- Supports file associations.
- The media player has play, pause, fast forward and other functions.
- The ratio of both the video and presentation remains the same, irregardless of the size of the player.
- Any one video display channel can be put on full screen display.
- The video display shown the on the largest available area in the player.
- Just right click on the presentation panel to bring up the popup menu to select a different display ratio.

III. Session Combination and Playback

In the V2 Media Player, select the “Merge Record File” from the File menu, this would open the following dialog box:

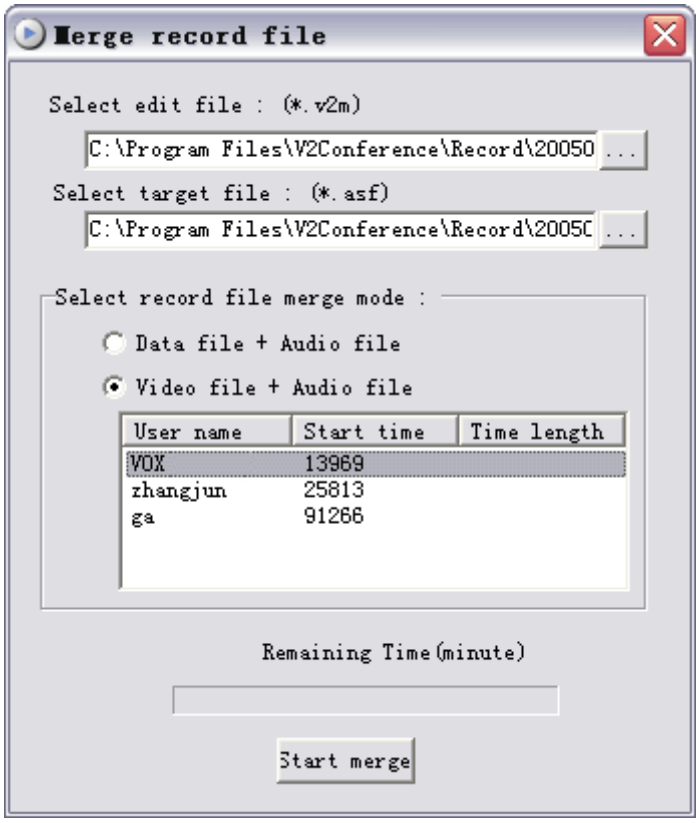


Figure 7-60

Using this option would enable the saved conference session to be converted into a viewable video file (.asf extension). There are two combinations modes of converting the recorded session: 1) Data and Audio file combination and 2) Video and Audio file combination.

After having selected the .v2m file to be combined, the destination directory and combination mode, click on “Start Merge” to begin the process. If the mode selected is Video and Audio combination, a user’s video display would have to be selected from the list of users displayed below. The relative starting time is the time gap from the beginning of the recording and until the moment this user’s video is displayed, which is measured in milliseconds. The resulting .asf file would only output audio but not video during this time gap.

To ensure that the file can be played without any problems, it is suggested that Microsoft Media Player be used to open the file. This software and can be downloaded and installed from the Download webpage of the Conference Management System.

Note:

The client screen capturing function, utilizes Microsoft latest Windows Media technology, Windows Media Player 9 Series, which is a powerful tool and possess high quality, multi audio channels, clear and crisp video quality and also add new audio and video content integration support and many more functions. This is why the system’s recording function is superb and powerful.

Currently, Windows Media Player 9 supported Windows operating systems are: Windows 2003, Windows XP, and Windows 2000. Before installing the software on a Windows 2000 computer, Microsoft DirectX® 9.0 has to be installed on it first. When installing it on a Windows 2003 Server, the Windows Image Acquisition (WIA) service and Windows Audio service would have to be started up first (By default, it is not started up).

As mentioned above, under Windows 98, it is not possible to do conference recording (although it is still possible to record audio and video), since it is primarily restricted by the hardware and software. First of all, Microsoft latest Media Player doesn't support Windows 98, moreover, usually computers installed with Windows 98 are older machines and from a hardware point of view, it is also difficult to reach a good recording quality.

It is recommended that the user uses a good performance PC as the recording computer and installs an operating system like Windows 2000, Windows 2003, etc., this is to achieve the best level of recording. For more information on Microsoft Media Player, go check out Windows Media Encoder 9 Series System Requirements.

7.1.9 Sending File to Conference User

Conference users can switch to conference workspace's File Transfer section, to manage files that have been sent from the local PC and files that were sent by other conference users. As shown below:

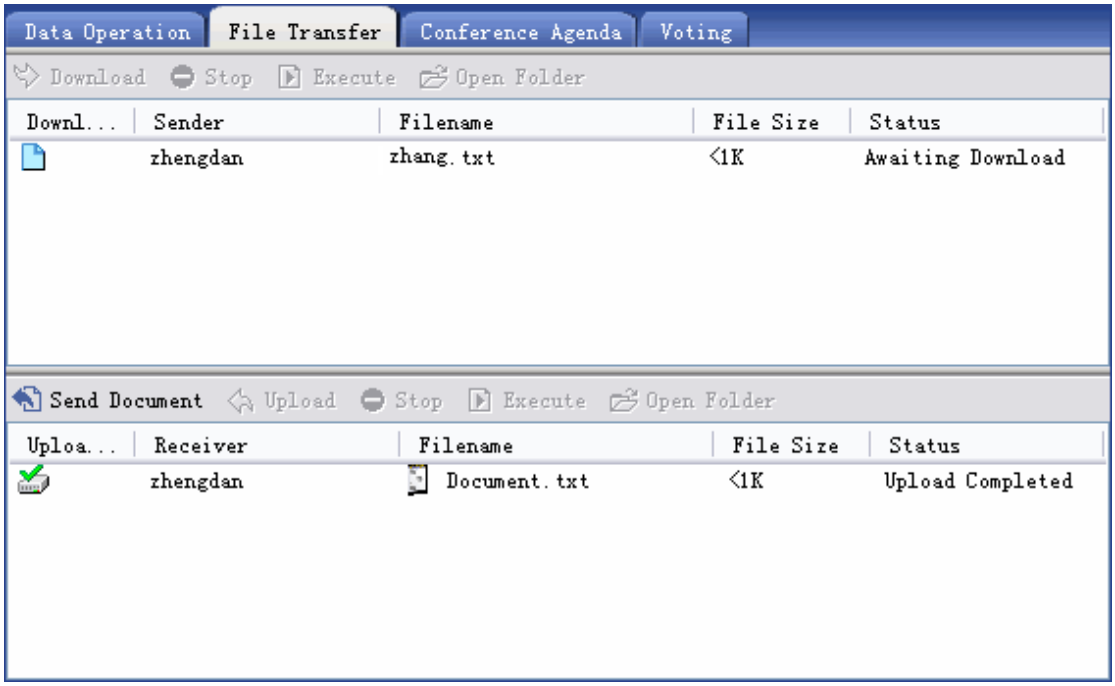


Figure 7-61

I. Upload File

a) **Operation type**

Two operation types are provided for the Upload: One to Many Approach and One to One Approach.

- **One to Many Approach**

During the conference session, the conference user can transfer files to other users in the conference session.

The user just select “Send Document” from the “General” menu, and the screen would appear as shown below:

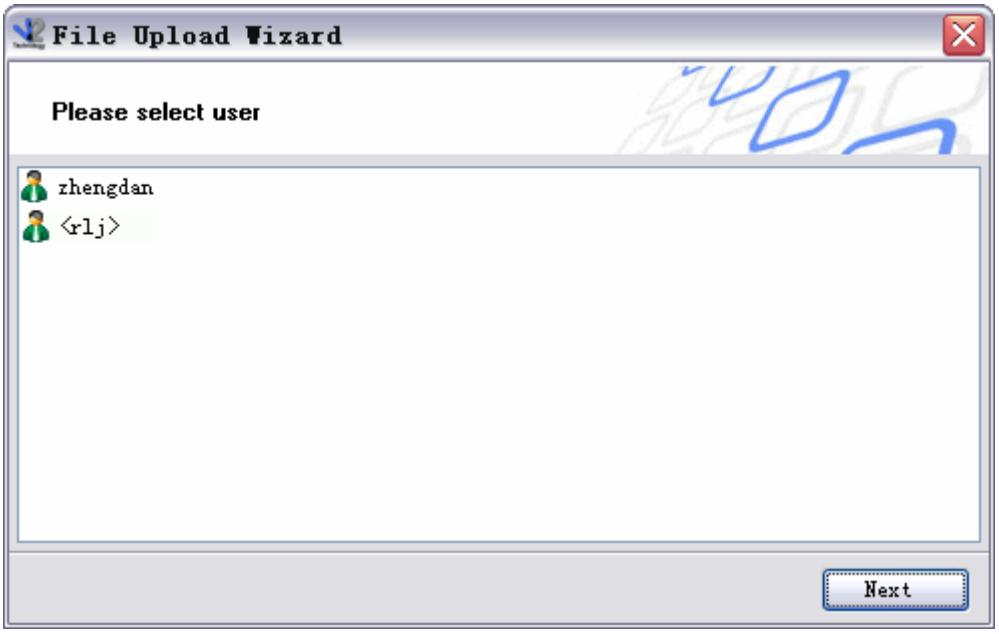


Figure 7-62

In this dialog box, it shows everyone on the conference user list (if when creating the conference session, the option to allow drift users to have data sharing ability is selected, such users would be able to receive documents sent by other users), with all guest drift users being listed as one user account. Users can use “Ctrl” or “Alt” to allow for more than one selection. After making the select, just click “Next”, another dialog box would appear to select the file that needs to be transfer to the users, after selection, click “Open” to display the file transfer list, as shown below:

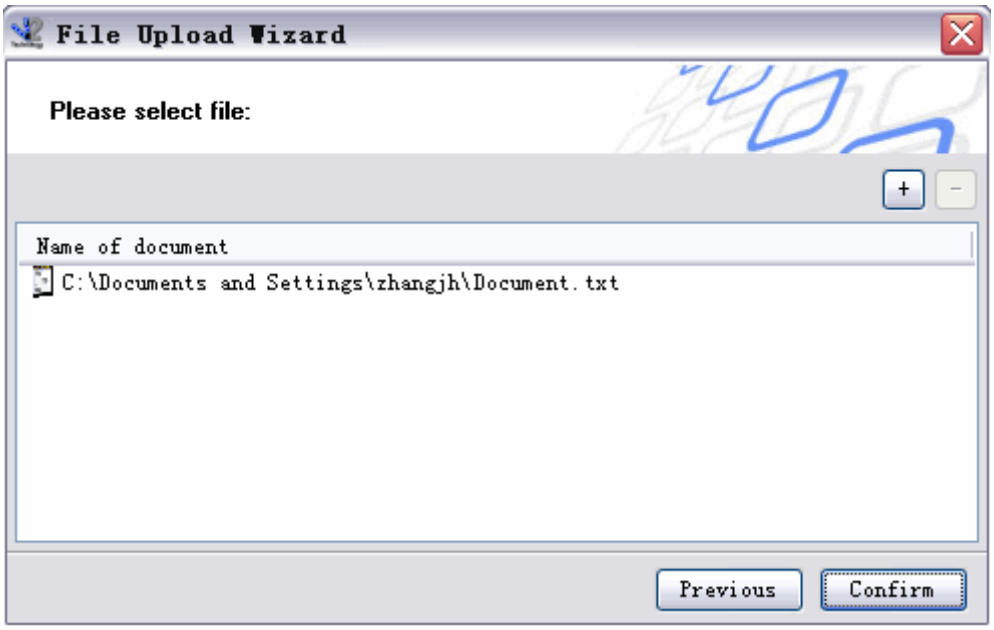


Figure 7-63

You can select "+" to add more files or "-" to remove the files, and click "OK" to send the file(s) to the selected conference user. (If the user selection includes guest users, the documents would also be sent to them as well).

The conference moderator is able to disable the use of this file transfer section for the rest of the conference users, but even after disabling the use of it, the conference moderator would still able to use this function. If this feature has been disabled, the function on the popup menu would be disabled and the same option under the General menu would also be shown as disabled as well.

- **One to One Approach**

By default the conference session allows the conference user to send document to others in the session. To do so, just select the username and right click on it, and a popup menu would appear, just as shown below:

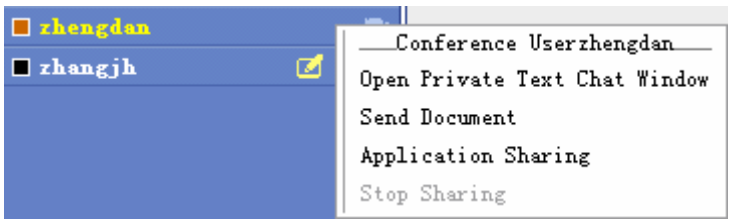


Figure 7-64

Click on the “Send Document” option, select files that you want to send in the File Upload Wizard dialog and click “Open”, all checked files would be sent to the receiver.

The conference moderator is able to disable the use of this file transfer section for the rest of the conference users, but even after disabling the use of it, the conference moderator would

still able to use this function. If this feature has been disabled, the function on the popup menu would be disabled and the same option under the General menu would also be shown as disabled as well.

b) **File Transfer Management**

On the bottom half of the window is the file upload list, this shows the users that are receiving the files transferred to them. When the conference user uploads files to other users, the system information bar would show a message to indicate it.

User can right click on the file transfer progress to either stop the transfer or continue to upload the file. Using the same left click, the file can either be opened or open the file folder where the file is.If the user uploads a file that is bigger than the applicable free space in the system, the system would indicate that there isn't enough free space in the conference session. By default the conference session would have a total of 100MB of file storage space.

After the file has been successfully uploaded, the system information bar would show an indication. At the same time, the receiver's text messaging section would show a private chat window, indicating that there is a file for him. The receiver could then go to the File Transfer section to download or open the file.

II. Download

On the top half of the window is the file download list, this shows the users that are uploading the file. When other users are transferring the file to the local user, the text message section would display the system message.

The user can right click on the file transfer progress to download or cancel the download, for files that were already downloaded, just right click to select either to open the file or open the file folder where the file is.

The conference moderator can delete all transferred documents in the conference session. If this happens during the conference user downloading or uploading a file, the process would fail. After deletion, when the user tries to download the file again, the system would indicate the file is not found.

Note:

For files that haven't been downloaded or uploaded yet, they are shown as , status is shown as "Waiting". Files that are currently being downloaded or uploaded are shown as . If the files has been downloaded or uploaded successfully, it would be shown as , with the status shown as "Finished". For files that are stopped in mid way of uploading or downloading, would be shown as . Files that has can't be sent or received would be shown as .

Because the local PC would store a history of the conference session, when the user exits from the conference session and reenter again, this would display your file transfer information from the last time.

7.1.10 Video Rotation

By using the video rotating function, the system would automatically rotate and display all viewable video display windows in the conference session.

User would need to just select “Start Video Rotation” option from the “General” menu and a dialog window would appear, as shown below:

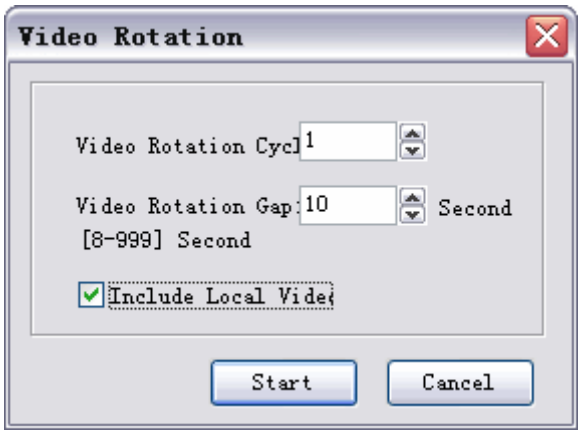


Figure 7-65

Video Rotation Cycles: The number of video displays that can be shown at any given time. This number cannot exceed the limit of video displays that was set when scheduling the conference session and cannot exceed the total number of video displays that can be shown in the conference session. This number can be manual edited, or using the up and down arrows to increase or decrease the number needed.

Video Rotation Gap: This is the time interval to wait between each video display group switch, the minimum time is 8 seconds, and the maximum time is not more than 100 seconds. Time interval for the video to be switched, the range is between 8 and 100 seconds. This number can be manual edited, or using the up and down arrows to increase or decrease the number needed.

Include Local Video: If this option is selected, the local video display would also be included in the rotating cycle as well.

After configuring all the parameters, click on "Start" to begin rotating all users’ video displays. In the beginning of the rotating process, the system would automatically close all existing video displays and just open the needed windows for the rotating process. During the rotating process, videos that are on rotating display cannot be closed manually, but other video displays can be opened manually. In the upper left hand corner of the video display windows, there would be this icon.

To stop the rotating process, just go and select the same option again (at this point, this option is now shown as “Stop Rotation”). Immediately all currently rotating video displays would

automatically close, but those which were manually opened after the start of the process would not be closed.

By default, all conference users are allowed to use this function. However, the conference moderator has the option of not allowing the use of it, but even after disallowing it, conference moderator would still always have this option. When the conference moderator configured for video synchronization (either auto sync or manual sync), all rotating windows of the conference users would automatically close and everyone would be looking at the same video displays as the conference moderator.

7.1.11 Play Audio and Video File

A media file can be used by the user as virtual equipment source which plays audiovisual information contained in the media file in the conference. From the “Normal” menu, select the “Load File Audiovisual Source” option and open the Browse for Folder dialog box, then select the media file to be played, like the *.asf，*.wm，*.wma，*.mepg，*.mpg，*.avi，*.wmv，*.wav，*.mp3，*.vod，*.dat，*.rm，and *.rmvb format. Click “Open” and the player interface is popped up. If a video signal is available, click the user in the user list who uses the media file as the local video source and video pictures are displayed in the video window. If an audio signal is available, other users can hear the voice when local user requests speech access.

Figure 7-66

You can move the player to any position by clicking and dragging your mouse. To manipulate the video picture, right-click the video screen. For operation details, please refer to the “Video Window”.

The player buttons are listed as follows:

Icon	Name	Description
	Play	Automatically play a loaded file.
	Pause	Pause the player. Once paused, only the last frame of picture can be seen from other clients who open this video signal.
	Stop	Stop the player and return the media file to its initial time.
	Open	The Browse for Folder dialog box is popped up allowing you to select a new media file to replace the last played media file.
	Mixing	**Selected:** the audio captured by local recording equipment is mixed with that of the media file and used as local audio source. **Not selected:** only the audio contained in the media file is used as local audio source. **Note:** this button cannot be used when no sound card is installed.
	Close	Close the player and media file and display the audiovisual sources captured by hardware.

Note:

- To play a local media file, you need to install a codec by downloading and installing the “Windows Media Encoder” from the “Software Download” screen in the management system.
- In case the CD-ROM drive or removable hard disk which contains the media file selected on the client is removed when the media file is being played, the error message “No media file is available for playing” is popped on the client and the audiovisual collection hardware is displayed.
- When a media file is added, the client verifies whether the file format is supported. If not supported, the client prompts “Media file format not supported”.
- If user select ”Display to video” in Banner Title setting, the banner and title will be displayed in the video window

7.1.12 System Broadcast

After the system administrator send the broadcast in the management system, the client wills pop-up the “system broadcast” dialog box and shows the details of it automatically. As shown below.

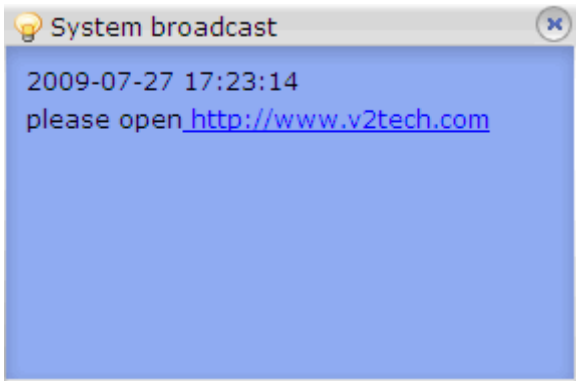


Figure 7-67

At the same time, the system broadcast column in the text communication area will appears flashing text, click on it to view the details. As shown below.

Figure 7-68

7.1.13 Text Communication

After entering the words in the text input area, the conference user would click on the submit button to send out the message or click Shift+Enter to line feed, the entered contents should not exceed 512 characters.

As shown above, to save the whole message history, right click on the mouse and select “Export to Word”, to save the document in RTF format, which can be opened using MS Words, notepad, or other document editing tools. Conference user can also click in the function control area to hide or display the text messaging area.

I. Public Messaging

Each respective tab will blink when there is a new incoming message. The text interaction tab is available to everyone in the conference session, with each chat message attached with a time stamp of when it was received. Conference users using the “one to many” approach to send files and documents to others in the session would also have the message displayed in this common messaging window.

Note:

Conference users that have just arrived in the session would not be able to view previous message content.

II. Private Messaging

Participating conference users can also engage in private text communication, just select the conference user and right click on the mouse, select “Open Private Text Chat Window”. At this point of time, a new tab would appear in the text messaging area. Private messaging is only seen by both parties and cannot be seen by others.

Conference moderator can disable the use of private text messaging for conference users. If this function has been disallowed, this option would grey out.

Using the “one to one” approach to transfer documents to another use, that information would be displayed in a separate text messaging window, these private messaging windows would be put behind the common messaging window. To switch between both the private and common messaging windows, select the respective tabs to do so.

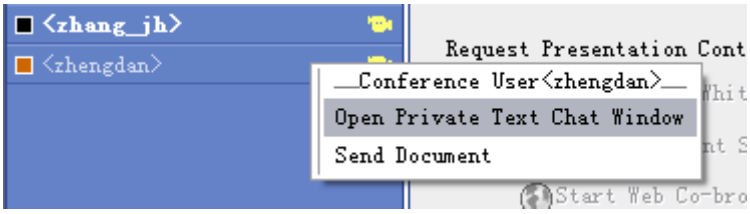


Figure 7-69

7.1.14 Desktop Layout

Below are the options under the "Window" menu.

- The function control area also has all the options as under the “Windows” menu, except the “Dual Display” option.

Layout Name	Icon	Shortcut Key
Standard Layout		Ctrl + F1
Standard Video Layout		Ctrl + F2
Selected Video Layout		Ctrl + F3
Presentation Layout		Ctrl + F4

Layout Name	Icon	Shortcut Key
Float Video Layout		Ctrl + F5
Full Screen Standard Video Layout		Shift +Ctrl + F2
Full Screen Selected Video Layout		Shift +Ctrl + F3
Full Screen Presentation Layout		Shift +Ctrl + F4
Full Screen Float Video Layout		Shift +Ctrl + F5

I. Standard Layout

All function areas are displayed on the application desktop. Shortcut key: Ctrl + F1

II. Standard Video Layout

Primarily displays all video displays on the desktop, hiding the conference function area. All video displays are shown equally on the desktop. Shortcut key: Ctrl + F2

III. Selected Video Layout

Primarily displays only all video display, hiding the conference function area. The selected video display occupies 3/4 video area and the rest video windows shown equally on the rest 1/4 video area. To switch video display to be enlarged, just click on the title bar of the required window display. Shortcut key: Ctrl + F3

IV. Presentation Layout

Display only the presentation area and hide video display section. Shortcut key: Ctrl + F4

V. Float Video Layout

Main window displays user list area, presentation area (can switch to text communication area). All the video windows float above the main window. Shortcut key: Ctrl + F5

VI. Full Screen Standard Video Layout

Display all video displays in full screen layout. Shortcut key: Shift + Ctrl + F2

VII. Full Screen Selected Video Layout

Display all the video displays in full screen with the selected video display occupies 3/4 video area and the rest video windows shown equally on the rest 1/4 video area. To switch the video display, just click on the required video title bar to do so. Shortcut key: Shift + Ctrl + F3

VIII. Full Screen Presentation Layout

Only the presentation area is displayed in full screen. Shortcut key: Shift + Ctrl + F4

IX. Full Screen Float Video Layout

Main window is displayed in full screen, display user list area, presentation area (can switch to text communication area). All the video windows float above the main window. Shortcut key: Shift + Ctrl + F5

X. Dual Display

The presentation workspace and video displays will be shown on the two different monitors when "Dual Display" is selected. Two independent monitors (computer monitors, projectors, or televisions) are required for this function to work. The required device for dual monitor setup to work is a video card which supports dual monitors.

Note:

- The layout function enables each function section to be resized.
- If the full screen layout is selected, the function control area would be in a floating condition, only visible when the mouse pointer is moved to the bottom of the screen, if the mouse pointer is moved away, it would then be hidden away.
- If the conference moderator select to enable “Enable Desktop Layout", the “Windows” menu for other conference users would be disabled and grey out, unable to change the desktop layout. All functions in the function control area would be disabled as well.

XI. Video Window Ratio

Users can switch ratio of the video between 4:3 and 16:9, after selected the ratio; all video windows will be displayed the selected ratio

If the ratio of video sources is the same as the ratio of video window, the image fills the video display window with original ratio. As follows:

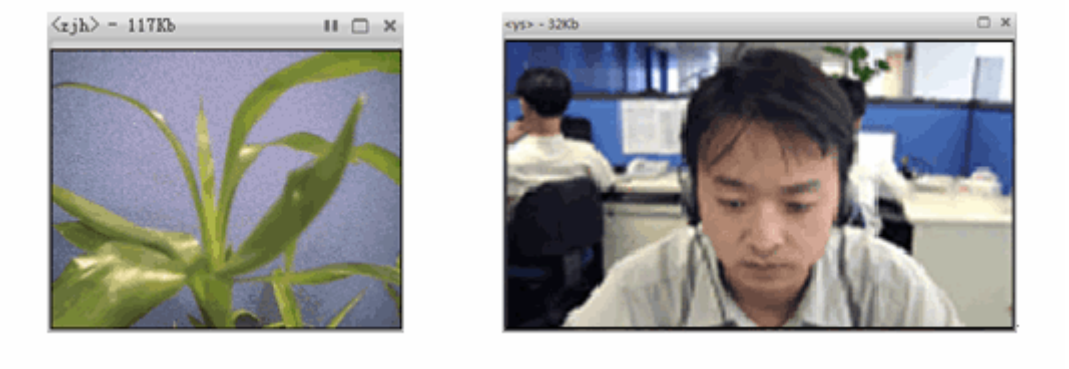


Figure 7-70

If the ratio of video sources is not the same as the ratio of video window, you can adjust the effects by setting "fit to window" and "fill window".

7.1.15 Voting

The conference moderator can call for a vote during the conference session, other conference users can participate in the voting process or view the results of the vote. For more information, please refer to Voting.

7.1.16 Referendum

The conference moderator can call for a referendum (a raise of hands) during the conference session, other conference users can participate in the balloting process. For more information, please refer to Referendum.

7.1.17 Checking the Conference Agenda

During a conference session in progress, the conference user can select "Conference Agenda" from the conference agenda area to check for the conference agenda. Only the conference moderator can create the conference agenda and it is only after the conference moderator has become the Presentation Controller, can the conference agenda start.

7.1.18 User Online Check

Click the "Server" tab to check for conference users that have entered or exit the conference session after the current user has entered it. Right click on the mouse and select "Export to Word", to save the server message in rich text document. You can use MS Word, notepad or other document editing tools to open it.

Note:

This does not display the online status for guest users.

7.1.19 System Status Area

This is one of the most important parts of the application interface as it controls most of all application functions and operations of the system.

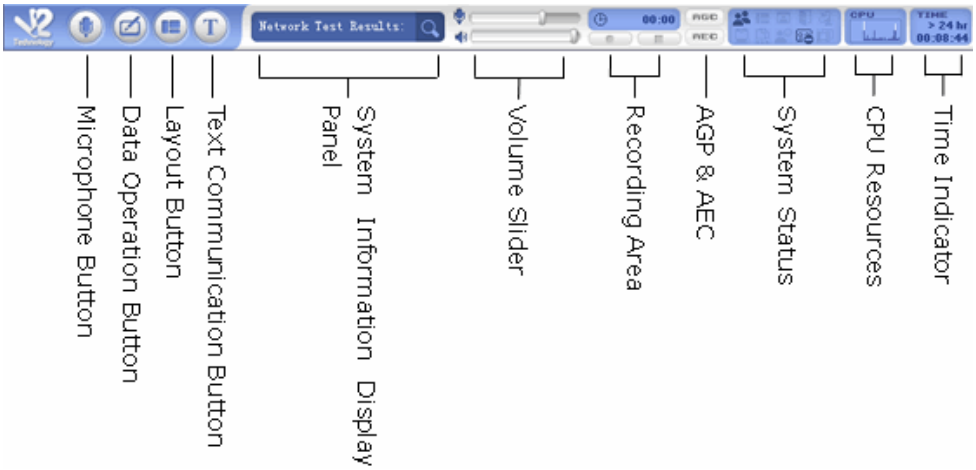


Figure 7-71

Below are the descriptions of all functions in this area.

I. Speech Button

This indicates that the user has no speech access rights.

This indicates that the user has speech access rights.

This indicates that the number of users currently having speech access has reached its maximum limit, and the system is now in a pending status. The system will automatically assign the next available access to the next conference user on a first come first serve basis, when a user releases an existing access right.

This indicates that the function is not available. (Conference audiences do not have this option)

II. Presentation Operation Button

This indicates that the user has no presentation rights.

This indicates that the user has access to do presentation.

This indicates that the number of users currently having presentation rights has reached its maximum limit, and that the system is now in a pending status. The system will automatically assign the next available access to the next conference user on a first come first serve basis, when a user releases an existing access right.

This indicates that the function is not available. (Conference audiences do not have this option).

For the conference session's Presentation Controller (the first user to have access to the presentation area), just click on the Presentation Operation button, a popup menu would appear and select "Release Presentation", as shown below:

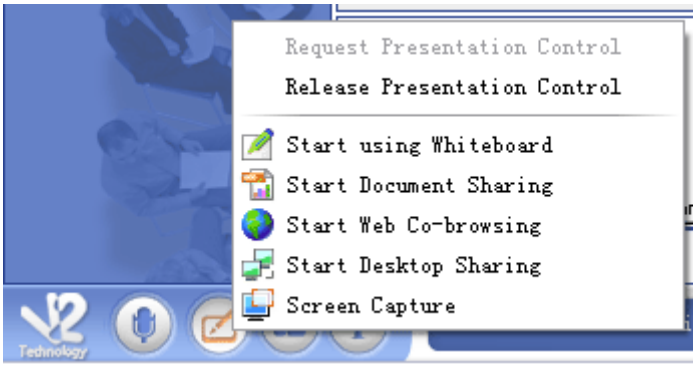


Figure 7-72

The Presentation Controller can select the options on the menu to create whiteboard, do web sharing, share files and documents, desktop and screen capture.

For the presentation user (this refers to the next user who has presentation access after the Presentation Controller), just click on the Presentation button to show the options as well. However unlike the Presentation Controller, the Presentation User is unable to create new whiteboard, or share documents, websites, applications, etc. with others. Such users can only work on existing whiteboards or documents.

III. Layout Button

This indicates that the user is able to change the desktop layout under different situations, by clicking on this button it would show 9 different Desktop Layout configuration.

This indicates that the desktop layout function has been disabled by the conference moderator (the conference moderator has selected "Synchronize Video"), therefore conference users cannot change their desktop layout but to follow the desktop layout set by the conference moderator.

Note:

All desktop layouts can be set through the "Window" menu in the windows toolbar.

IV. Text Communication Button

This indicates that the conference user can show or hide the text messaging area.

This indicates that the function has been disabled as the moderator has disabled the desktop layout, therefore conference users have no choice but to follow the desktop layout of the conference moderator.

V. System Messages

To see more details about system messages, click on located on the right of the system information bar, to see the image as shown below:

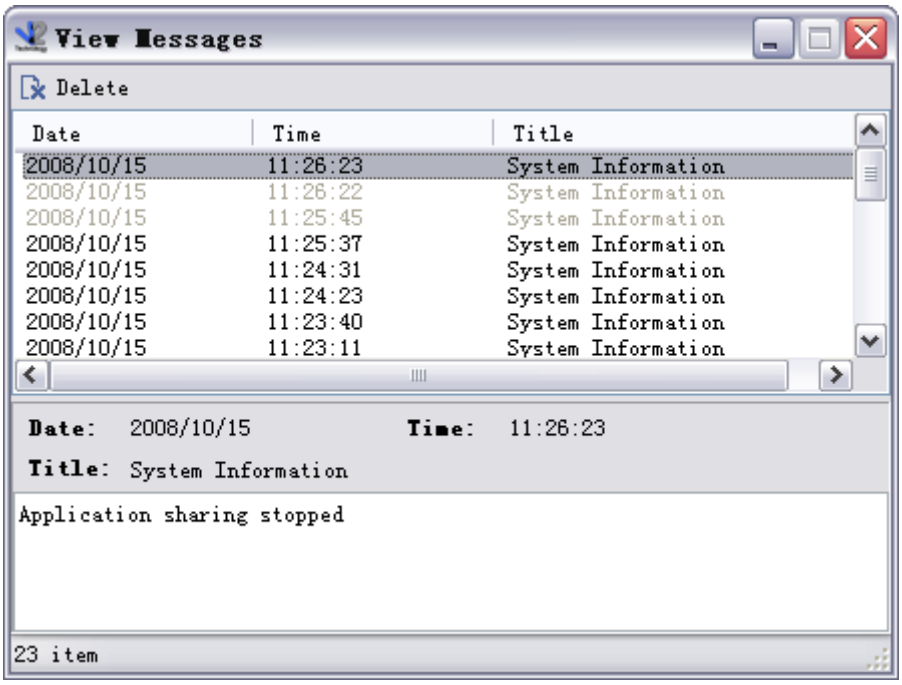


Figure 7-73

VI. Volume Slider

The volume adjustment bar is shown below, the conference user uses this to adjust the audio volume in the conference session.

Figure 7-74

If the conference user clicks on , this would mute the microphone and grey the option . If the conference user is current talking in the conference session, others would not be able to hear the user.

If the user clicks on , this would disable the audio output and grey the option . The conference user would not be able to hear the audio output of the conference session.

VII. Recording Area

This is the recording area, for more details, please refer to "Record All".

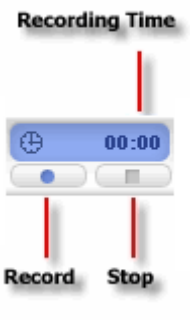


Figure 7-75

This function is not applicable to the conference audience.

VIII. AGC and AEC

AGC (Automatic Gain Control): The system will adjust the speaker's microphone volume automatically by using AGC function (if the speaker's voice is low, the system will increase his microphone volume automatically, otherwise, reduce his microphone volume). The AGC option is light in use and turn to gray when the function is closed.

AEC (Acoustic Echo Cancellation): The system can eliminate local user's echo by this function. The AEC option is light in use and turn to gray when the function is closed. If the security dongle does not support GIPS audio technology, the function only can be used in the Windows XP system.

IX. System Status

The various symbols shown above display the state of each function that is in the application.

Function	System Status	Symbol
Conference Mode	Free Mode	
	Moderator Mode	
Desktop Layout	Free Mode	
	Synchronize Desktop Layout	
Video Synchronization	Free Mode	
	Synchronize with Chair	
Lock Meeting Room	Conference session Opened	
	Conference session Locked	
Transmission Method	Multicasting	
	Direct Transmission	
	Multicast Agent	
Video Revolving	Allow video revolving	
	Disable video revolving	
File Transfer	Allow File Transfer	
	Disallow File Transfer	
Record Session	Disallow Session Recording	
	Allow Session Recording	
Text Messaging	Allow Private Messaging	
	Disallow Private Messaging	

X. CPU Information

This displays the current use of CPU resources. The white lines indicate the current rate of CPU resources consumption. As shown in below:

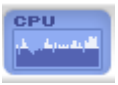


Figure 7-76

XI. Time Indicator

The conference clock as shown in below:

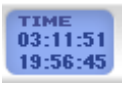


Figure 7-77

The time shown on top of the box indicates the remaining time of the conference session, the time shown at the bottom indicates the elapse time of the conference session.

If the conference time is longer than 24 hours then it is displayed as

. If the time indicator starts to blink, this means that conference session is about to come to an end.

7.1.20 System Information

Selecting Help menu and clicks on “Information”. it would display all system related information which includes of system information, component libraries and conference information.

I. System Information

Click on to shows the system information. If the security dongle does not support GIPS audio technology, the dialog box would not show the related copyright information.

II. V2 Functionality Libraries

Click to show the component libraries.

III. Conference Information

Click to shows the conference session information.

7.1.21 Help

To access the system information details, component libraries and conference details, just go to the Help menu and select either “Topic”.

7.1.22 Make Myself Moderator

There can only be one conference moderator in each conference session, to request to become the conference moderator, go to “Moderator” menu, and select “Request to Become Conference Moderator” from under the menu, a dialog box would appear, as shown below:

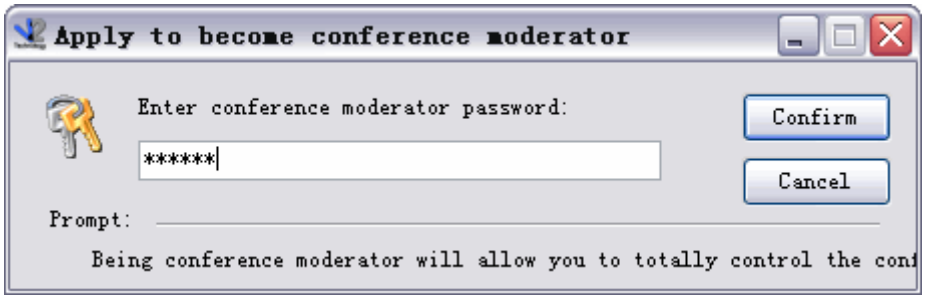


Figure 7-78

Enter the conference moderator password and click “Confirm”, to become the conference moderator.

The option would be disabled if there is already an existing conference moderator in the conference session, not allowing other conference users to request to become the conference user. To switch moderator status with another user, the current conference moderator would have to select “Change Moderator” in the popup menu.

Note:

To become a conference moderator, there are only two ways to do so, the conference user can enter the conference moderator password upon entering the conference session or request to become one after entering the conference session.

7.1.23 Exit the Conference Session

Select “Exit” from under the “General” menu to exit from the current conference session.

If the conference scheduler or administrator opens the conference evaluation function, the client will open the evaluation page automatically after users exit the conference, as shown below.

Figure 7-79

After the user answered the questions above, click “submit my evaluation” button. The conference scheduler and administrator can view the evaluation result in the management system.

7.2 Conference Moderator

In a conference session, it is the moderator that has the highest level of authority, it’s the only one that can determine to which conference mode to be utilized and also control access to all functions. The conference moderator will be given access to any function at any given time, in addition, grant or terminate access to other conference users to speak and use data collaboration tools. In a conference session under moderator mode, conference user who would like to speak or use any conference tools must be granted permission by the conference moderator to do so.

In the “Moderator” menu, it is a list of functions that is only available to the conference moderator, with only the option “Make Myself Moderator” available to non-moderator users.

Note:

Apart from the functions started, the conference moderator can also assume all other functions of the conference users. However, this does not include the “Make Myself Moderator” option.

7.2.1 Moderator Toolbar

Compared to other users, the client software of the conference moderator has one extra toolbar. In this toolbar, it displays all common function of the conference moderator.

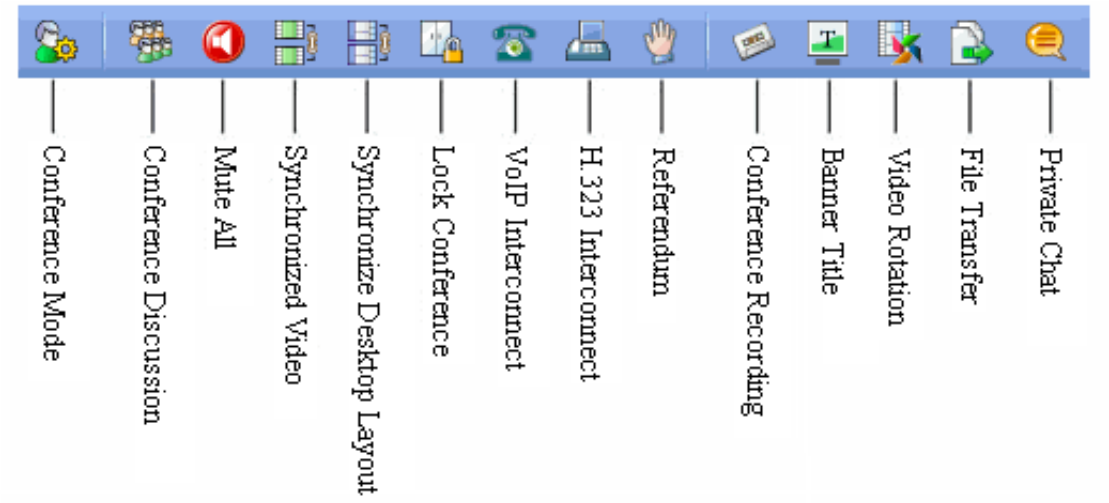


Figure 7-80

The chart below displays the list of functions of the toolbar

Function	System Status	Image	Options from the "Moderator" menu
Conference Type	Free Mode		Free Mode
	Moderator Mode		Moderator Mode
Conference Discussion	Conference Discussion		Conference Discussion
Mute All	Mute All		Mute All
Synchronized Video	Free video		Synchronize Video
	Synchronize with Moderator		Synchronize Video
Synchronize Desktop Layout	Disable Desktop Synchronization		Synchronize Desktop Layout
	Synchronize Desktop Layout		√ Synchronize Desktop Layout

Function	System Status	Image	Options from the "Moderator" menu
Lock Conference	Unlock Conference		Lock Conference Room
	Lock Conference		√Lock Conference Room
VOIP Interconnect	VOIP Interconnect		VOIP Interconnect
H.323Interconnect	H.323 Interconnect		H.323 Interconnect
Referendum	Stop Referendum		Referendum
	Referendum		√Referendum
Conference Recording	Disable Conference Recording		Conference Recording Access
	Enable Conference Recording		√Conference Recording Access
Banner Title	Disable Banner Title		Banner Title
	Enable Banner Title		√Banner Title
Video Rotation	Enable Video Rotation		Video Rotation
	Disable Video Rotation		√Video Rotation
File Transfer	Disable File Transfer		File Transfer
	Enable File Transfer		√File Transfer
Private Chat	Disable Private Chat		Text Messaging

Function	System Status	Image	Options from the "Moderator" menu
	Enable Private Chat		√Text Messaging

Note:

- All of the functions in the moderator toolbar can also be achieved by "Moderator" menu; it's only the shortcuts of part of the functions in the moderator's menu.
- When the conference moderator made certain options, the system status in the lower right corner of the client window will be changed at the same time, for more details please refer to System Status.

7.2.2 Conference Agenda

Only the conference moderator is able to create the conference agenda and this feature is only available when the conference moderator is also the Presentation Controller, other conference users can only check out the conference agenda (if guest users are granted data sharing rights, then they could also view the conference agenda).

I. Upload Agenda Document

Before the conference session starts, the Presentation Controller would have to upload and share out the documents needed first.

II. Creating Agenda

The conference moderator would select "Conference Agenda", as shown below:

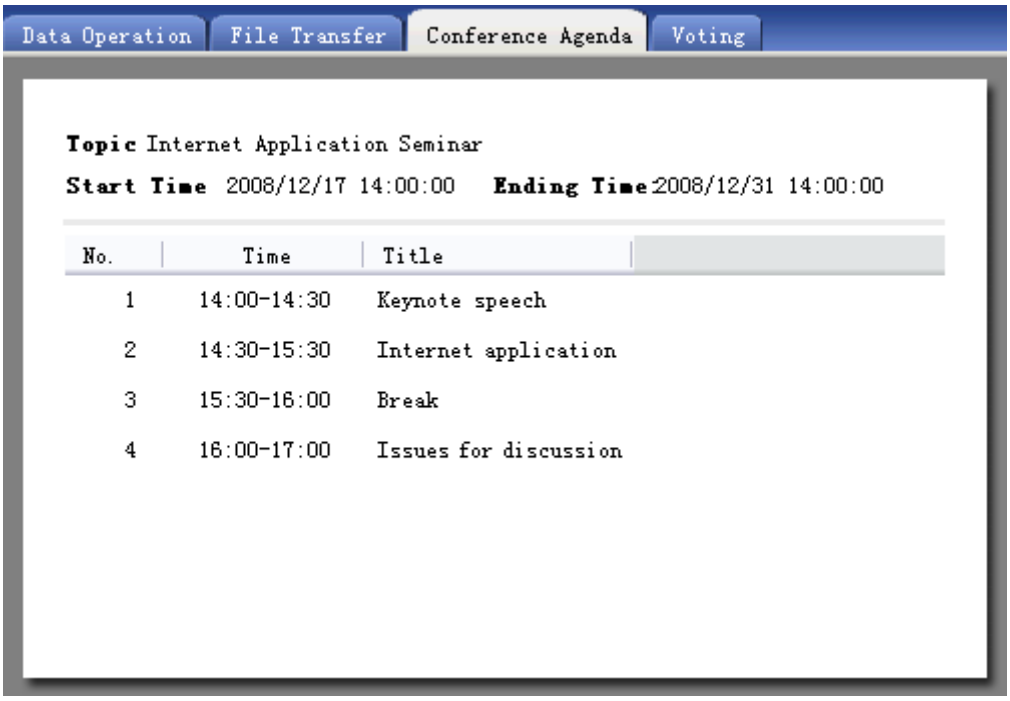


Figure 7-81

The conference agenda would be showed in figure above if the conference scheduler has added an agenda in scheduling conference, otherwise, the section is empty. The conference moderator is able to add a new agenda or modify the created agenda.

Click the "Add" button to add a new conference agenda, and the dialog below would appear below:

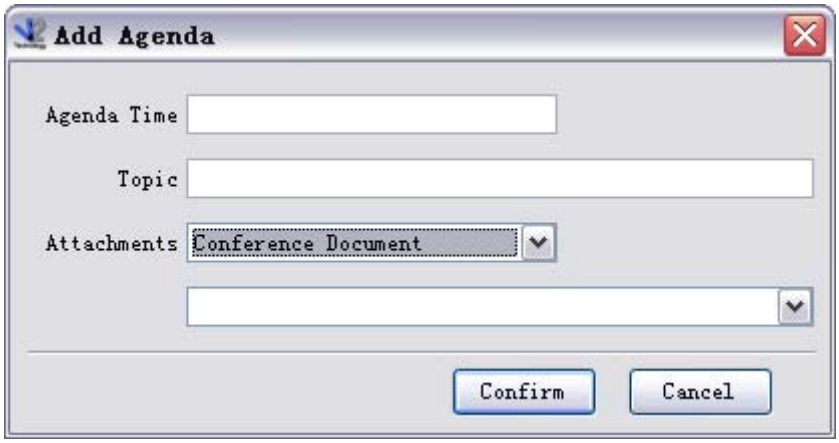


Figure 7-82

Fill in all the blanks of the agenda item with the time, agenda title and related accessories. Accessories options can classified into four items: No accessories, whiteboard, document or webpage. If the accessory selected is a document, the conference moderator would have to upload the file first. If the accessory selected is a webpage, the URL address would have to be entered in the column below.

After adding each agenda item to the list, these items can be edited or deleted by selecting either “Modify” or “Delete” in the toolbar or right click on the mouse and selecting the options from the popup menu.

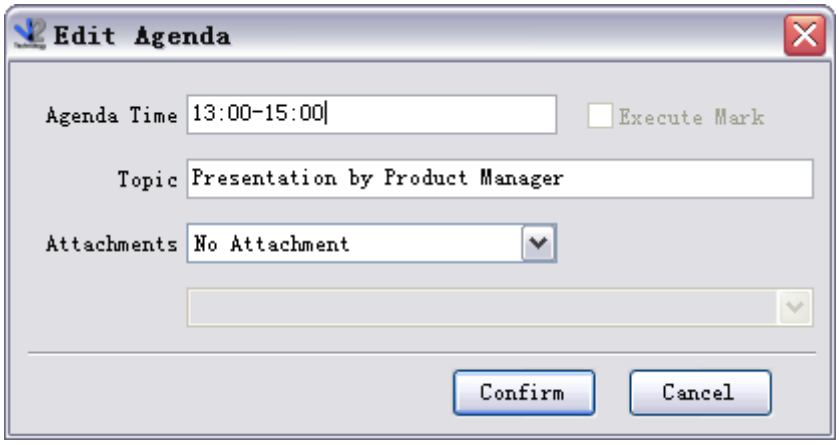


Figure 7-83

Note:

- The conference scheduler can only create the conference agendas-time and content but can not upload its annex. Conference moderator should set the operation for the agendas such as opening documents or web pages in the client.
- The modification on the agenda cannot be saved in the management system. If another user enters the conference session after all current conference users left, the original agenda would still be displayed.

III. Running the Agenda

When the conference session begins, the conference moderator would need to apply to become the Presentation Controller to use this function. In this section, the conference moderator would have to select the agenda item and click “Execute”, or double click on it to launch the conference agenda. When the conference session has progress to a certain agenda item, it would also launch the added accessories that attached to that particular agenda item. Usually the conference agenda runs in a systematic manner, but agenda items that were run can also be rerun as well. The conference moderator can also select “Previous Item” or “Next Item”, to switch to other agenda items. Agenda items that have been launched would have a green check mark in front of it. Items that are currently in progress would highlight in blue and there would be a green arrow in front of it.

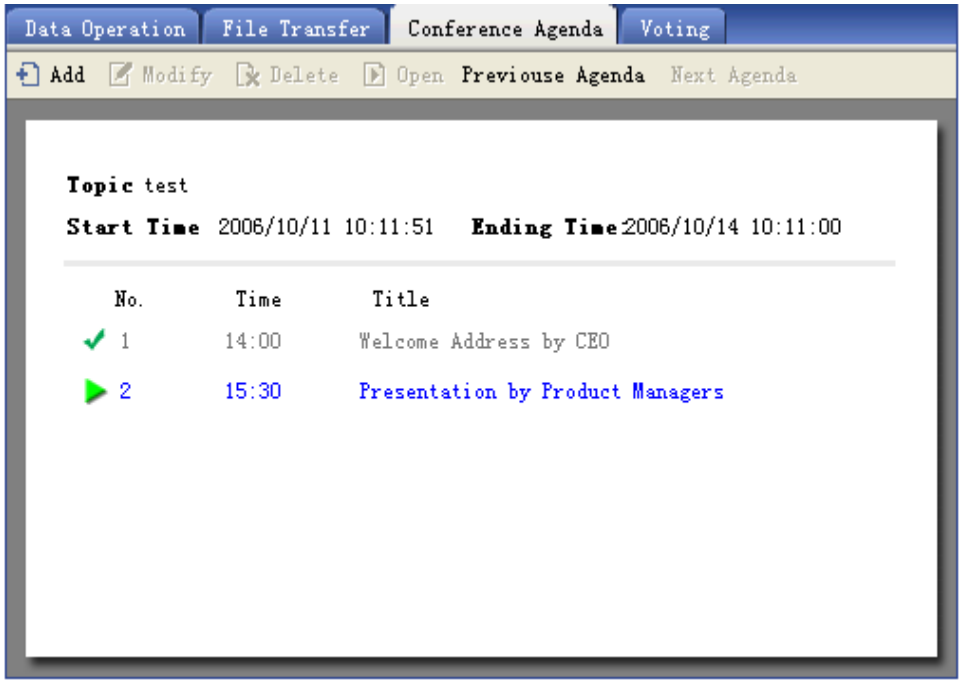


Figure 7-84

The conference moderator can also use presentation while controlling conference agenda, such as documents sharing, whiteboard sharing, etc.

7.2.3 Change conference mode

I. Free Mode

This is the default conference mode for a conference session. Under this mode, the running of the conference session would automatically be handled by the system. Access to data collaboration tools and speech would be granted on a first come first serve basis, depending who asked for it first.

If the conference moderator switches the conference session to Free Mode, the system information bar would display the relevant system message.

II. Moderator Mode

After the conference moderator has switched the conference session to “Moderator Mode”. User entry into the conference session, request for use of collaboration tools, speech request, etc. are all controlled by the conference moderator, and at the same time, the conference moderator can terminate these rights at any given time. Once the conference session is switched to “Moderator Mode”, the system information bar would show the relevant system message.

7.2.4 Mute All

If this option is selected, all the speaking rights of all conference users except the conference moderator will be instantly revoked, with only the conference moderator still able to speak. The system information bar would display the relevant information if this option is selected.

7.2.5 Conference Discussion

In the conference session, only the conference moderator has the right to split up the conference users into groups.

To access this function, go to “Moderator” and select “Conference Discussion”, a dialog window would appear, as shown below:

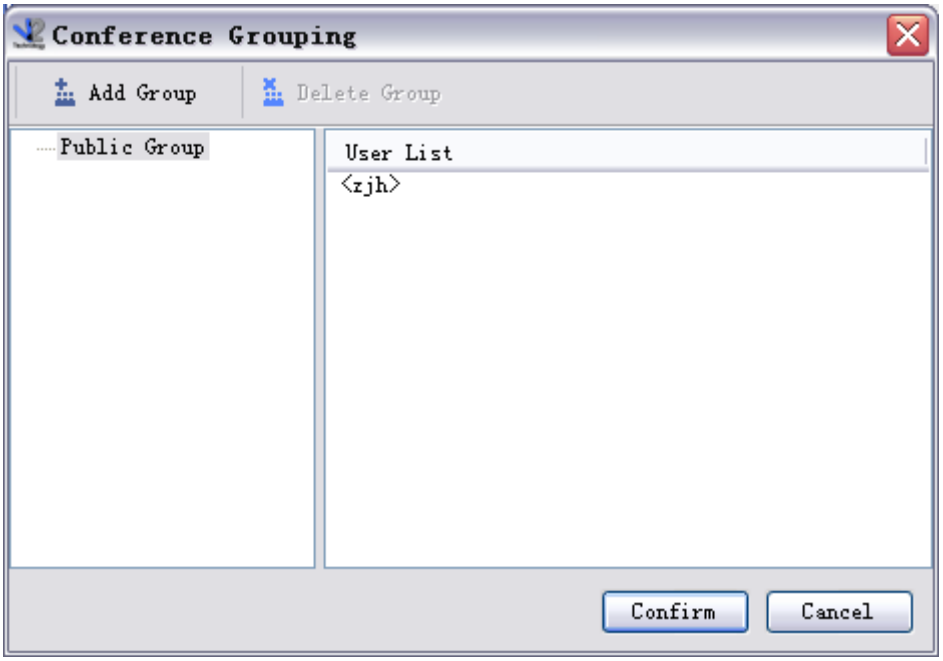


Figure 7-85

Click on “Add Group”, to display the image below. It is also possible to rename or delete created private groups.

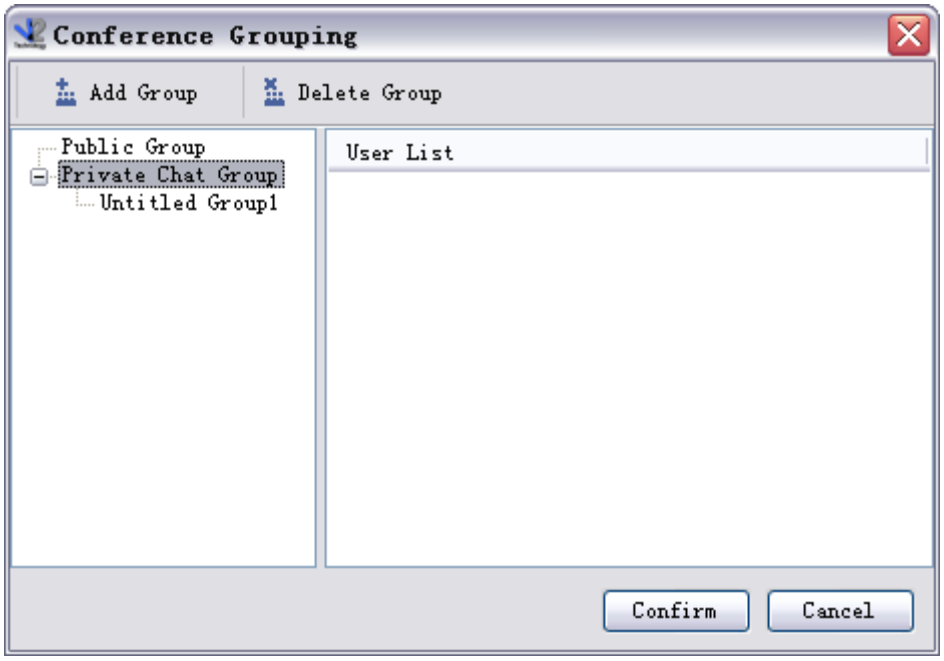


Figure 7-86

It is possible to drag and drop users from the user list to the newly created group or with a right click on the user, transfer the user to another group (use Ctrl or Shift to select multiple users), as shown below:

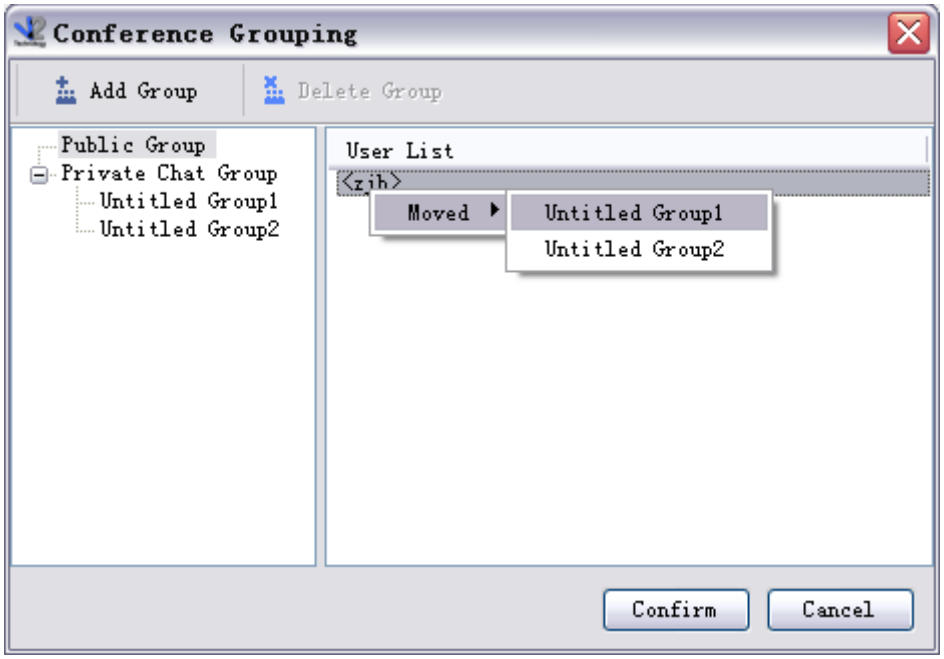


Figure 7-87

After being separated into groups, the conditions for receiving audio outputs in the conference session are as below:

(1) If the conference moderator is in the public group and currently talking (in speech mode):

- The conference moderator would be able to hear the audio output of the public group but not his/her own voice.
- Users in the public group would be able to hear the entire audio output of the conference session, this includes the conference moderator's voice as well.
- Users in private groups can hear both audio outputs from within their own groups together with the conference moderator's voice as well.

(2) If the conference moderator in the public group and not in speech mode:

- Every user in the public group users (including the conference moderator) would be able to hear the audio output of the conference session.
- Users in private group would be able to hear the audio output of their own group.

(3) If the conference moderator is in a private group and currently talking (in speech mode):

- The conference moderator can hear the audio output of the private group (not his/her own voice) and of the public group as well.
- Users in the private group would only be able to hear the audio output of the conference moderator (in their private group) and overall audio output of their own group.
- Users in the public group would not be able to hear the conference moderator talk, and can only received audio output of the public group.

(4) If the conference moderator is in the private group and not in speech mode:

- The conference moderator can hear the background sound of public group and the private group that he/she is in.
- Users in the private group would only be able to hear the audio output from the private group.
- Users in the public group would only be able to receive audio outputs of the public group.

(5) There can only be 9 simultaneous audio channels for users in a private group. The limit on speaking rights in private group is separate from the limit of speaking rights given in the conference session.

(6) Guest users can only receive audio outputs in the public group.

7.2.6 Synchronize Video

When this option has been selected, all conference users' video display function would be controlled by the conference moderator, make all video displays to be the same as with the conference moderator's display, in addition to that, disallow other users to open or close these video displays. The system information bar would display the relevant information as well.

To enable this option, the conference moderator just needs to select “Synchronize Video” from the “Moderator” menu, and enable either Automatic Synchronize or Manual Synchronize. By clicking on a similar synchronization icon in the toolbar, Automatic Synchronization will be enabled. Detailed explanations are as below.

I. Automatic Synchronization

If this option is selected, on the conference moderator end, all current video displays will first be closed automatically. All subsequent video displays opened by the conference moderator, will also be the same ones seen by everyone else in the conference session as well.

II. Manual Synchronization

By selecting this option, the conference moderator can open an unlimited number of video channels (provided that the hardware at the conference moderator end is well equipped to handle it). The conference moderator can select a few channels from the list of open ones for synchronization, but the number of synchronized video displays cannot be more than the limit of video displays set when creating the conference session.

Take the example shown below, the conference moderator would first need to open the video display, right click on the opened video display and then select "Synchronize this Video" from the popup menu.

A small padlock would appear at the top left corner of the video display window, to indicate that the video is now being synchronized and therefore viewable by the rest of the conference users. As shown below:

Figure 7-88

At this point, all other users would be able to see this synchronized video display.

Note:

- Moderator can use the two functions of “Synchronize Video” and “Synchronize Desktop Layout” at the same time.
- If the moderator uses automatic synchronize, it can also use the function of “Video Rotation”, system rotates the video that the moderator has not been opened and

synchronized; if the moderator uses manual synchronize, it cannot use the function of “Video Rotation”.

7.2.7 Handling Conference Users

The conference moderator can select the conference user and right click on it to get a list of options from the popup menu as shown below:

I. Synchronize Desktop Layout

If this option is selected, all desktop layouts for all conference users will be synchronized together with the conference moderator and they would not be able to change it. If this option has been deselected, this would release the conference moderator’s control over all conference users’ desktop layout. The system would display a message in the system information bar.

II. Lock Meeting Room

If the conference moderator selects this option, the conference session would be locked down, with no more conference users allowed into the conference session. By deselecting this option, this would cancel the conference lockdown. The relevant message will be displayed in the system information display bar when this option is selected.

III. Conference Recording

If the conference moderator selects this option, under the Moderator menu, this would then enable all conference users to be able to record the conference session. For more details, please refer to “Conference Recording”. If this option is deselected, this would then revoke the right of the conference users to do so.

The moderator can use this function at any given time.

IV. Banner Title

If the conference moderator selects this option under the Moderator menu, all conference users would be able to add banner title to own video window. For more details, please refer to “Banner Title”. If this option is not enabled, this would cancel the right of the conference users to do this, and then all conference users’ video windows cannot display banner and title except the conference moderator**’s**.

The moderator can use this function at any given time, but can not modify other’s setting.

V. Video Rotation

If this option is selected, all conference users would be able to rotate their video display windows (for more details please refer to Rotating Video). If this option is deselected, this would terminate the user’s rights in rotating their video display windows. A message would be displayed in the system information bar.

Conference moderator can choose to rotate their video displays at any given time.

VI. Send Document

If "Send Document" option is selected, conference users will have the rights to transfer documents to others in the conference session. By deselecting this option, this would revoke the rights for the conference users to do so and the option will be disabled. A message will be displayed in the system information bar when this option is selected.

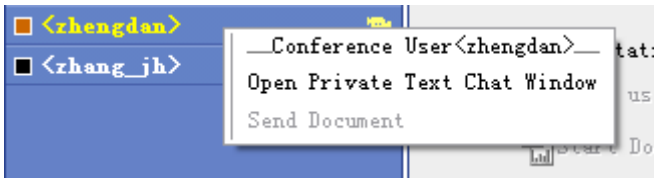


Figure 7-89

The conference moderator will always be able to transfer files to others at any given time.

VII. Private Text Chat

If "Open Private Text Chat Window" option is selected, conference users will then be able to do private chats with other conference users in the conference session. By deselecting this option, this would revoke the rights to do so, and this option would then be disabled. A relevant message would be displayed in the system information bar when this option is selected.

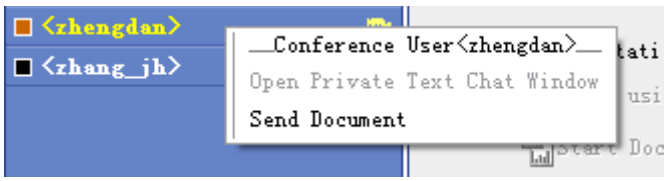


Figure 7-90

Conference moderators will always be able to have private chats at any given time.

VIII. Approve/ Deny Speech Access

When the conference user apply to access to speak, the conference moderator can either grant access (selecting “Approve Speech Access”) or deny the request (selecting “Deny Speech Access”)

IX. Approve/ Deny Presentation Control

If the conference user is not a Presentation Controller, the conference moderator can just select “Approve Presentation Control” to grant them Presentation Controller status.

If the conference user is not a Presentation User, the conference moderator can just select “Approve Presentation Access” to grant access to the user to be the Presentation User. If there

isn't a Presentation Controller in the conference session, that conference user would become the Presentation Controller as well.

If the conference user is a Presentation User, the conference moderator can select "Deny Presentation Control" to remove that right from the conference user.

7.2.8 User Details

To view the conference user's information, this option is only valid for registered user. For unregistered user, this option would be grey out.

7.2.9 Request for Presentation Control

The process in which the conference moderator's request must to through to have presentation control and usage rights is just the same as the normal conference user, which is on a first come first served basis. But when the conference session already has a presentation controller, the conference moderator can click "Acquire Control" from the Moderator menu to forcefully obtain the control access. The original Presentation Controller would lose that access and become the Presentation User.

If the Conference Moderator already has this access, then the option on the menu would be grey out.

7.2.10 Delete All Conference Files

Because of the fact that storage space for a conference session is limited, in order to efficiently use resources, the conference moderator should clear all old documents from time to time.

The conference moderator selects "Delete File" from the Moderator menu and this will clear all uploaded documents in the conference session.

All uploaded document can only be cleared by the conference moderator. If there is a user currently downloading a file, the download process would fail and after deletion, when the user tries to download it again, the system would indicate that the file is not found.

7.2.11 H.323 Interconnection

I. Calling H.323 devices

If there is an available H.323 server in the conference, the conference moderator is able to invite other users of H.323 devices and telephone to enter the conference.

Once the connection is successful, if there are some clients in the conference session that configures their audio mode as "GIPS High Fidelity" or "GIPS Broadband", the system would automatically adjust everyone's audio codec as "GIPS Low Bandwidth".

From the “Moderator” toolbar, select “H.323 Interconnect”, and the dialog box would appear as shown below.

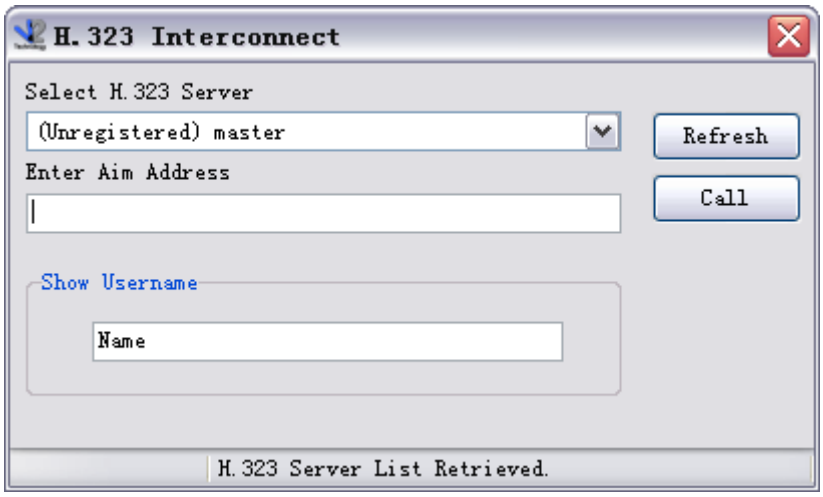


Figure 7-91

If the H.323 server needs to be reiterated on the other side’s gatekeeper, the system administrator is able to achieve it in the Central Server management system.

For a server that has been registered, the server information “(registered) server name” will be displayed, meaning that a call may be given directly to the “nickname” or “telephone number” of the H. 323 device; for a server that has not been registered, the server information “(not registered) server name” will be displayed, meaning that only the “IP address” of the H. 323 may be called.

If there are many available servers in the server list, the conference moderator is able to select one server to make the call, if there is only one available server, that server would be the used as the default.

After the conference moderator selects the H.323 server, enter the IP of the H.323 device that needs to be called, click on “Call” to connect, the server would try to establish connection with the H.323 device (if the server is on the Internet, the H.323 device should have an Internet IP as well).

If the connection has been successful, the conference user list would have a new H.323 user. The default user name for it would be the IP of the H.323 device and the status would be displayed as , other conference user would be able to view this user’s video display. This H.323 user would be able to listen to the audio from the conference. For more information, on how the H.323 devices display video locally, please refer to the chart below.

Conditions	Results
Conference Moderator has video.	Display Conference Moderator's Video.
Conference Moderator does not have video.	Do not send video to H323 devices.
Conference Moderator sends videos of other users to directly connected H.323 clients.	Display video of the designated users.
There is no Conference Moderator in the conference.	Do not send video to H323 devices.

Note:

- The "H.323 Interconnect" command in the Moderator menu is the direct way of inviting a H.323 device to enter the conference; this means the H.323 device connects to the server as an independent user.
- The conference moderator is able to select a user from the user list and right click on the mouse, the user's video display would be sent to the H.323 device connected to the conference. The video code and bandwidth follow the parameters setting of scheduling the conference. If the moderator cancels the designation to the H323 device, it would revert back to the previous state. If the designated user stops the video display or exits from the conference, follow the table above.
- The conference moderator can select the H.323 user from the user list and right click on the mouse, and select from a few options, these options includes, granting or denying the user the access to speak, dismiss the user from the conference room or enabling or disabling video display to be sent to other direct connected H.323 devices.
- When the moderator uses video rotation and video synchronization functions, the videos of H323 clients join in the rotation, other users videos cannot send to the H323 clients.
- If the "No. of H.323 Routes" in the security dongle is zero, the "H.323 Interconnect" option in the menu bar can not be seen.
- The "H.323 Interconnect" function would unavailable and grayed out if the scheduler doesn't set the No. of the H323 users.

II. IP Authorization

Some H.323 hardware devices can only be entered IP address and can't be entered conference ID when connecting to MCU, in view of this situation, the conference moderator will be able to add the IP address which be allowed to enter the conference to the IP authorization list. Details are as follows.

The conference moderator click the "IP authorization" option under the moderator menu to open the Set up device IP dialog box, as shown below:

Figure 7-92

Click “Add” button to open the “IP Address” dialog box, enter the device IP address and name then click the “confirm” button to complete your adding. The moderator is able to modify or delete the added IP address.

MCU will determine whether the IP address already exists in the IP authorization list first when the hardware device connects to MCU: If it exists in a conference session’s IP authorization list, the device should be allowed to enter the conference session and displayed with its device name that defined by moderator, for more details on the H.323 user’s status please refer to Extended User; If it exists in several conference session’s IP authorization list at the same time, the device should be allowed to enter the last authorized conference session; If it not exists in any IP authorization list, the device can not enter the conference. If the IP address’s status displayed unavailable, that is means the IP address has been updated by other conference session’s moderator.

Note:

- After completed the IP authorization list setting, if the moderator reenters the conference or changes moderator, the IP authorization list cannot be changed.
- As long as the IP authentication list existing, the device that IP address has been authorized can also join the conference, even if no moderator in the conference session.
- If moderator deletes the online device from the IP authentication list, the device still can join in the conference session but cannot return again after existed.
- If the “No. of H.323 Routes” in the security dongle is zero, the “IP authorization” option in the menu bar can not be seen.
- The "IP authentication" function would unavailable and grayed out if the scheduler doesn’t set the No. of the H323 users.

7.2.12 VoIP Interconnection

The conference moderator can invite other users to join in the conference session over normal telephone lines. Select “VoIP” from the “General” menu and this is the image that would appear:

I. Calling PSTN Endpoint

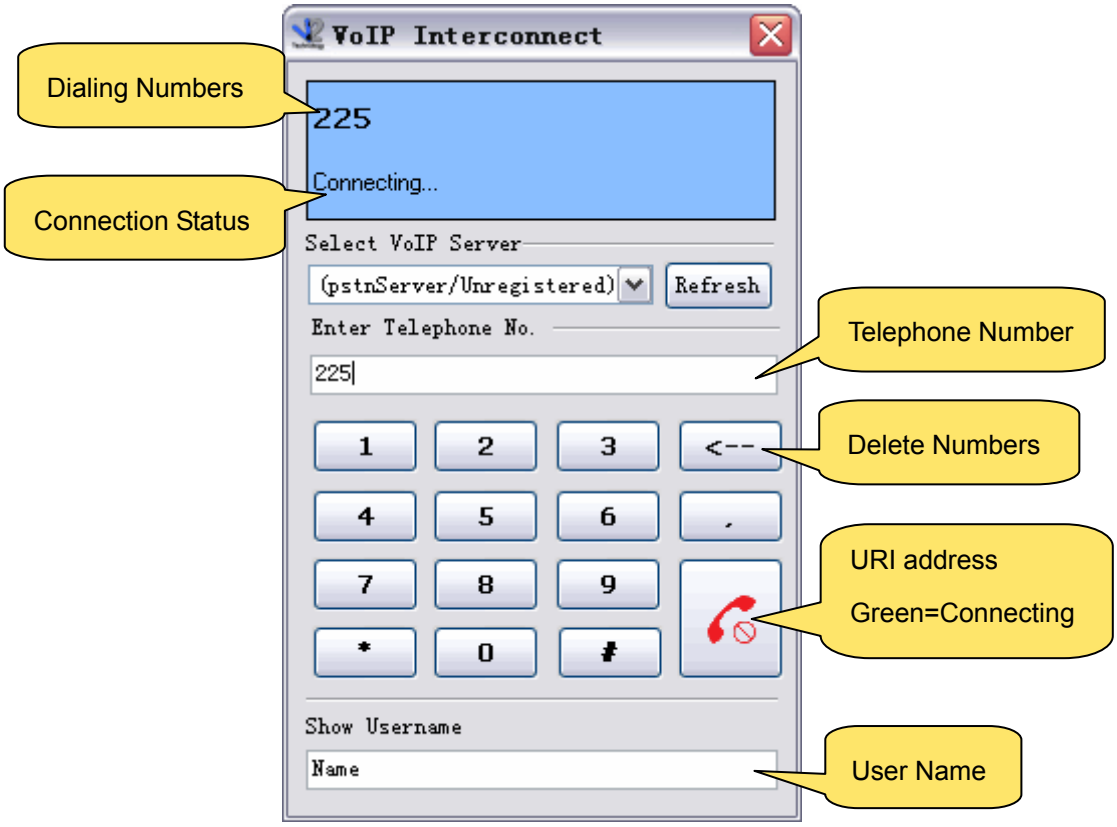


Figure 7-93

If the conference server list displays more than one available PSTN server, the conference moderator can select any one of the server to call out. If there is only one PSTN server, this would then be the default selected server.

The example above shows that it is dialing to an internal extension number. The following example shows you how to dial to an external number, in this case, we assume that "9" is needed when dialing out.

Example 1 (fixed line):
Telephone number: 62012622
Ext number: 225
No. sequence: 9, 62012622, 225

Example 2 (mobile phone):
Mobile phone number: 0129001234
No. sequence: 9, 0129001234

If the call has been successfully connected to the user, there will be a new PSTN user in the user list. The name that would appear on the user list will be the account name keyed in by the conference moderator (The telephone number will be shown instead if the moderator decides to leave the user name blank). The icon shows the status of the PSTN user, press "*" to toggle on/ off the ability to speak in the conference session.

The conference moderator can select the PSTN user from the list of users, with a right click on it, can grant or deny access to the user to speak (there would be voice prompt to indicate to the PSTN user), or even dismiss the user from the conference session.

II. Calling a SIP Endpoint

If there are SIP servers available at the conference, the moderator may invite their endpoints to join the conference. The calling panel is shown as follows.

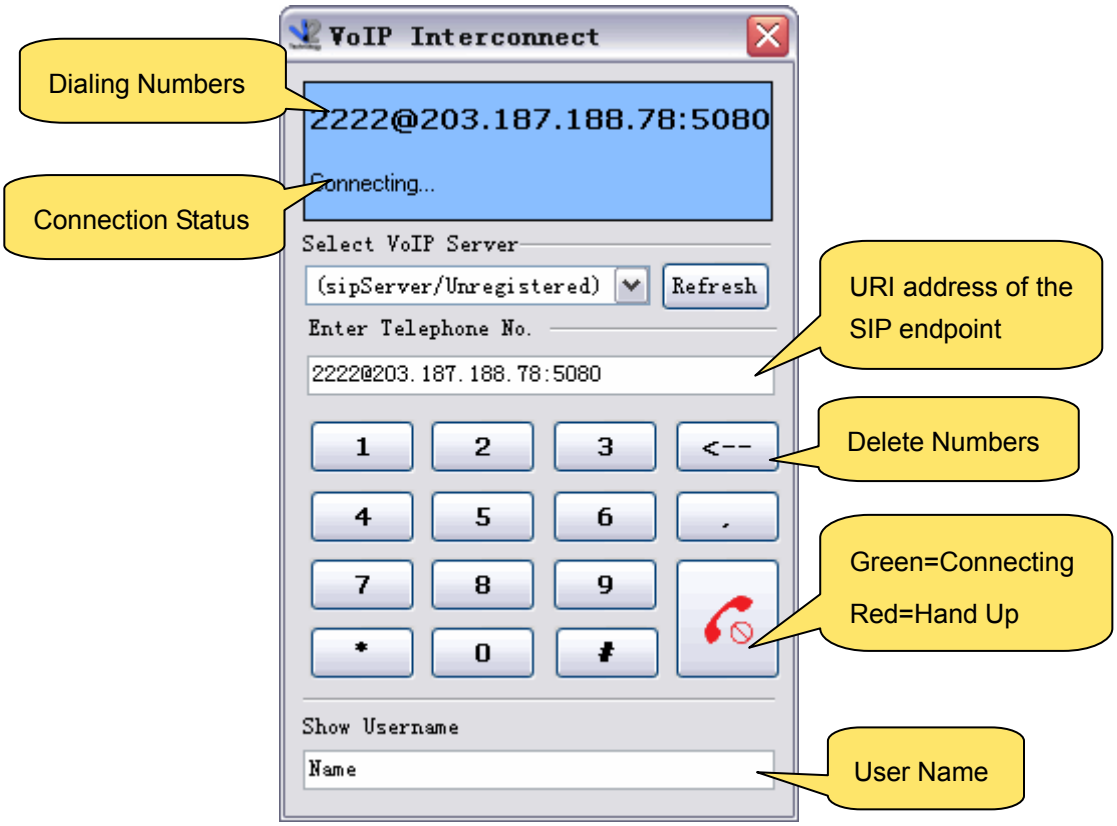


Figure 7-94

Registration of the SIP server on the gateway of the other party is performed by the system administrator in the management system of the master server. For a server that has been registered, the server information “(SIP server/registered)” is displayed, meaning that the “nickname” or “telephone number” of the SIP endpoint can be directly called; for a server that has not been registered, the server information “(SIP server/not registered)” is displayed, meaning that only the “URI address” of the SIP endpoint can be called.

In the above case, the SIP server is not registered. The URI address of the SIP endpoint goes like this: SIP endpoint name@IP address of the SIP endpoint.

After the call is connected, a new SIP user will be added in the user list. Its user name will be the nickname that is entered in the user account box by the moderator (if the box is left blank, the called URI address will be displayed). The SIP user's video status is indicated by the icon. Other users have no access to this user's video. This user may hear the mixing sound of the conference room. To speak (the speaking right), he/she needs to get the moderator's authorization.

The moderator may select one SIP user and right-click the mouse to authorize the speaking right or cancel the speaking right to quit the user from the conference.

III. Calling a VoIP Endpoint

If there are VoIP servers available at the conference and they are successfully registered, the moderator may invite their calling devices to join the conference.

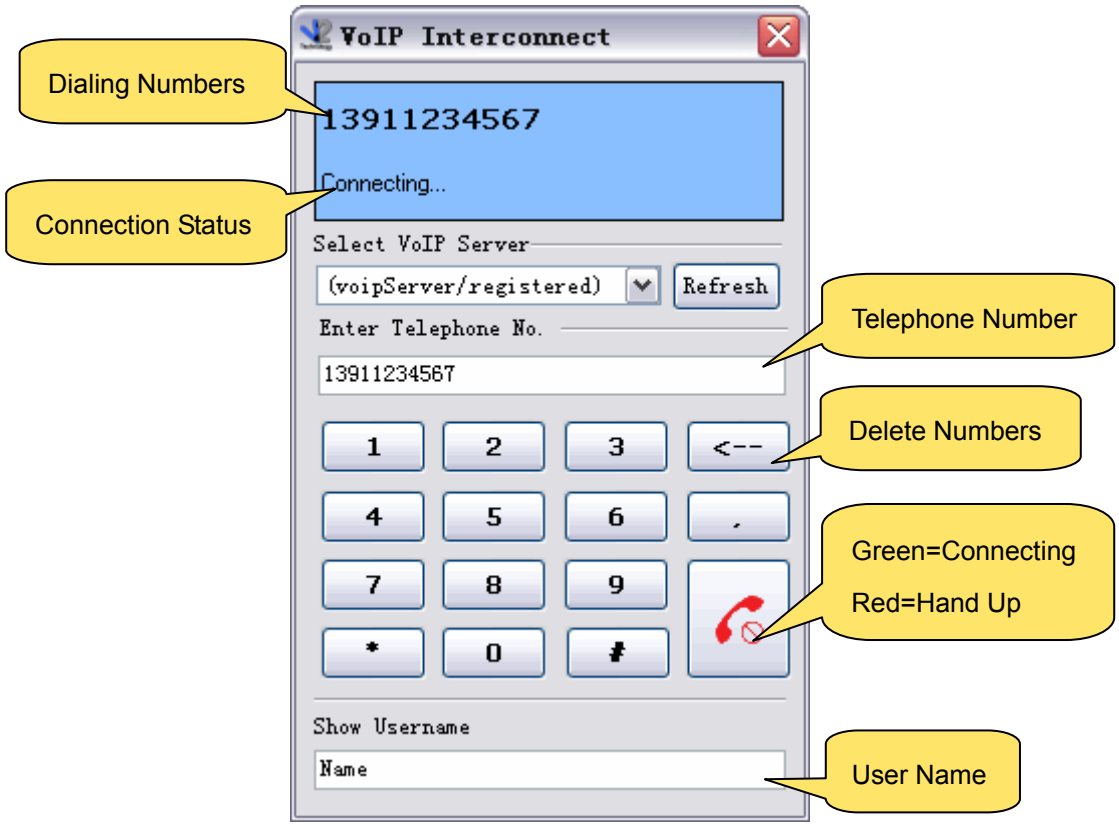


Figure 7-95

If there are more than one VoIP servers available in the server list, the moderator may select one of them to give a call. After the call is connected, a new SIP user will be added in the user list. Its user name will be the nickname that is entered in the user account box by the moderator (if the box is left blank, the called telephone number will be displayed). The SIP user's video status is indicated by the icon. Other users have no access to this user's video. This user may hear the mixing sound of the conference room. To speak (the speaking right), he/she needs to get the moderator's authorization.

The moderator may select one VoIP user and right-click the mouse to authorize the speaking right or cancel the speaking right to quit the user from the conference.

Note:

For the moment, only the “pc to phone” is available to VoIP users, the reverse is not available.

7.2.13 Call Number Authentication

The telephone that registered to the carrier with SIP servers (such as mobile phone or fixed telephone) cannot initiative enter the conference by calling from carrier because it cannot carry the conference information. In view of this situation, the conference moderator will be able to authenticate the call number, that means setting the permitted call number beforehand and then it can join in the conference session if it calling the conference server.

Click the “Call Number Authentication” option under the moderator menu, it will pop up the “Setting caller number” dialog box, as shown below:

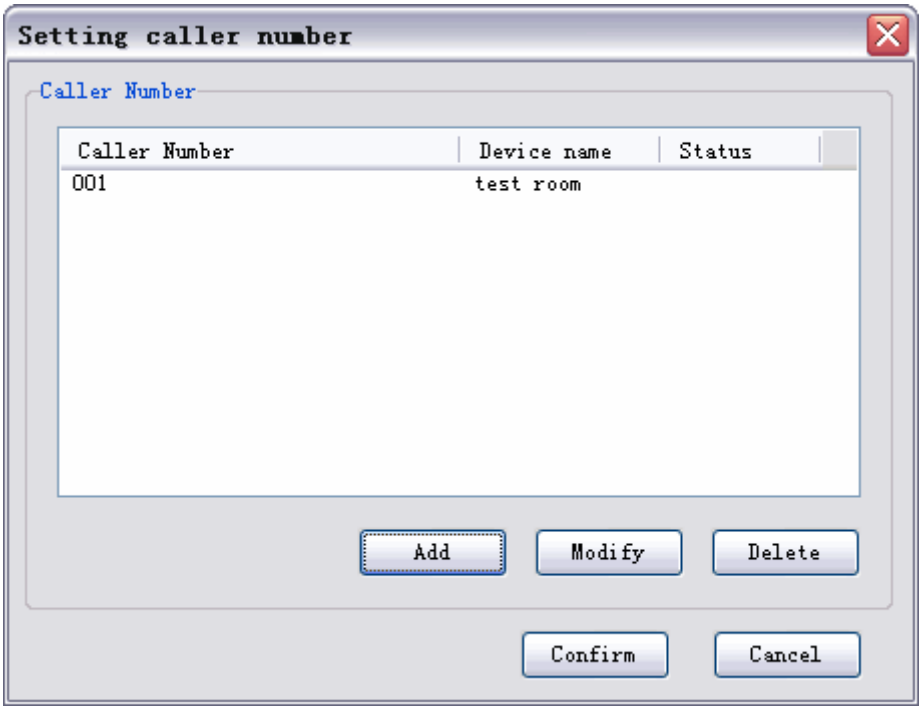


Figure 7-96

Click “Add” button to open the “Caller number” dialog box, enter the devices’ caller number and name then click the “confirm” button to complete your adding. The telephone can join in the conference session when it calling the conference server.

Note:

- If the “No. of H.323 Servers” in the security dongle is zero, the “Call Number Authentication” option in the menu bar can not be seen.
- The "IP authentication" function would unavailable and grayed out if the scheduler doesn’t set the No. of the SIP users.

7.2.14 Referendum

This option is a simple form of electronic referendum. The conference moderator after delivering a speech or text message to voice an opinion, notify everyone in the conference session to have a referendum on it. By selecting this option, on the conference user's end, each of them would see this dialog box appear to have their say. The conference moderator can participate in the referendum as well. As shown below:

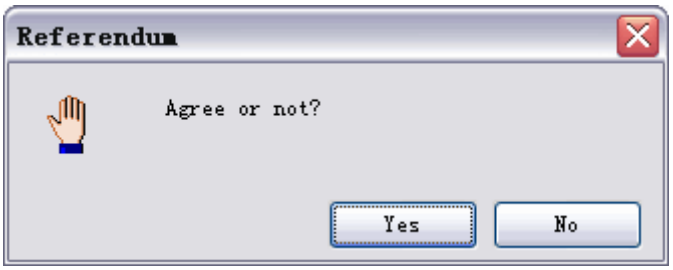


Figure 7-97

Conference users can choose "Yes" or "No", and at the same time, on the right side on the conference moderator's toolbar, there will be a display to show how many conference users have voted in favor of the motion.

Figure 7-98

The moderator can stop referendum just by clicking the "referendum" icon once again, the client that haven't vote will not be able to agree at this time and the numbers of the users that selected "yes" and "no" will be displayed in the moderator's system information area.

7.2.15 Voting

Voting is controlled completely by the moderator who creates topic and attribute of the voting (single or multi voting options, open or secret ballot voting, voting time). After being set up, the voting will then be posted to all the conferencing users. The conferencing users may select voting options from the popup voting window and then send the voting to the operator.

The entire voting process is illustrated as follows.

I. Edit a Voting File

Prior to the conference, the user may edit the voting contents in advance and save them in a file, which will then be imported to the endpoint voting system when the conference starts. The moderator may post more than one voting topic at a time.

The VoteEditor is a stand-alone software independent of the V2 Conference endpoint. Click "Start", select the "V2 Conference" option in the "Program" menu, then click the "VoteEditor" option to launch the VoteEditor application.

A new VoteEditor window will be displayed, in which the user may create one or more voting topics as shown in the following figure.

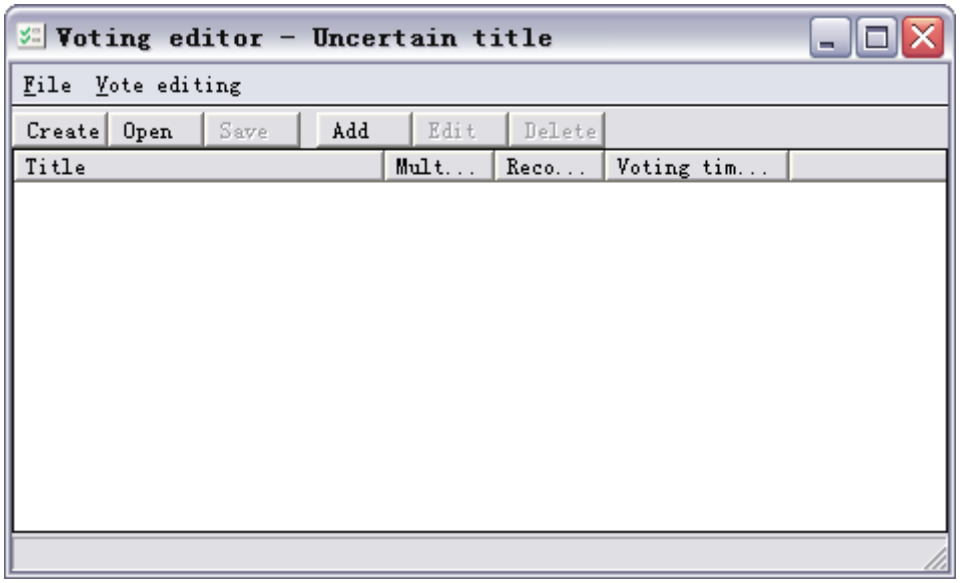


Figure 7-99

To add a new voting topic, click the “Add” button. See the following figure.

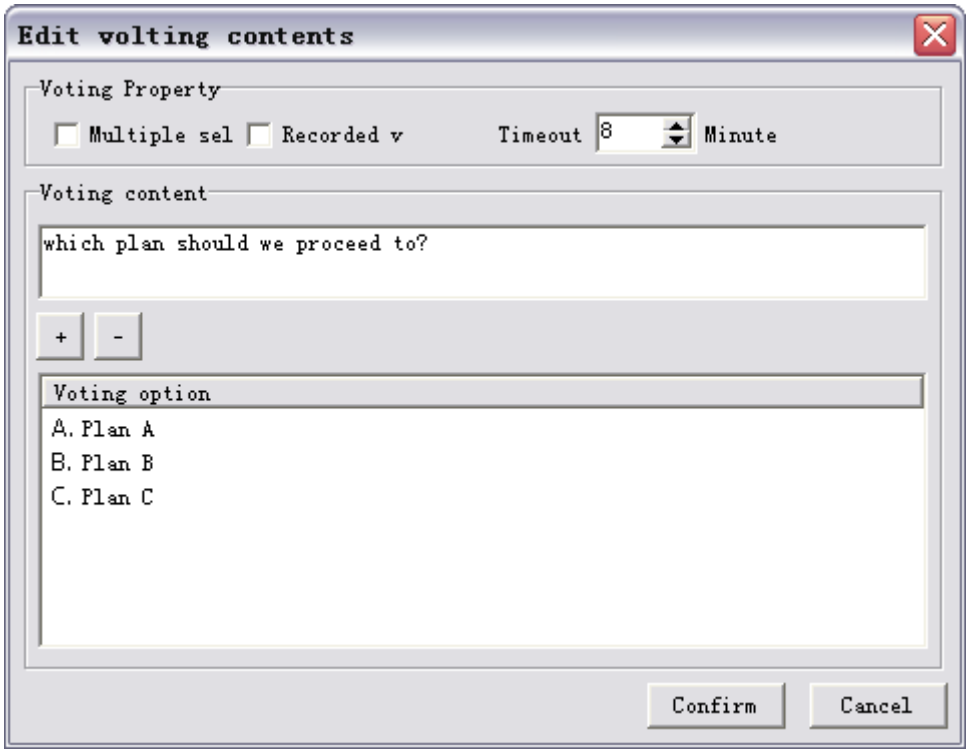


Figure 7-100

Click the Voting Option repeatedly to edit the voting contents. Click “+” or “-“ to add or delete the voting option. Up to 6 voting options are allowed. Having done the editing, click the “OK” button. As shown in the following figure, the user may add more voting topics in a voting file.

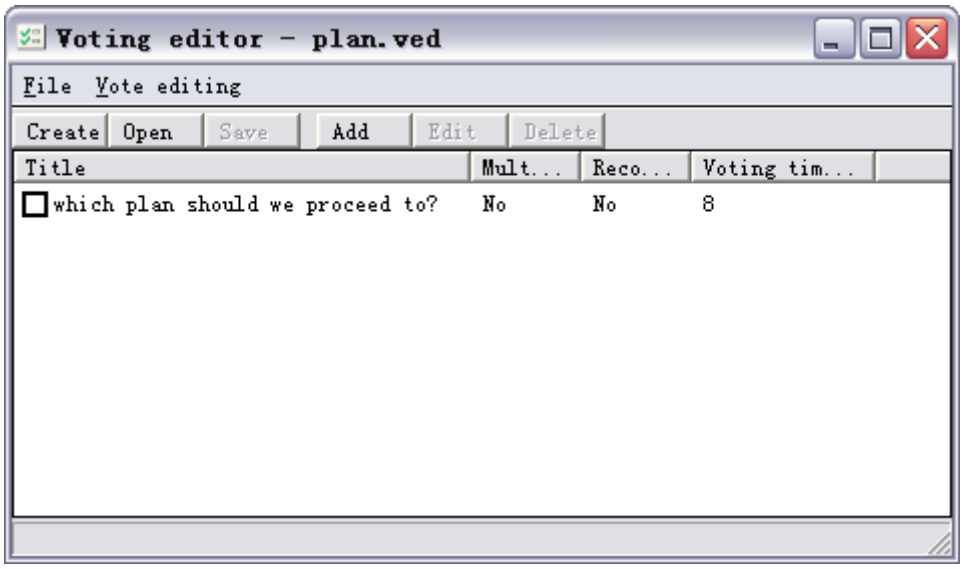

Voting editor - plan.ved
File Vote editing
Create Open Save Add Edit Delete
Title Mult... Reco... Voting tim...
which plan should we proceed to? No No 8

Figure 7-101

To add new voting topics, click the “Add” button. Click “Edit” or “Delete” to edit or delete a selected voting topic. Press the Ctrl or Shift key to select multi options at a time.

After that, click “Save” button to save the file to your local hard disk. To open a saved voting file, click the “Open” button. The extension in default of the voting file is .ved, which may be opened by a double-click. To create a new VoteEditor window, click the “Create” button.

II. Publish

In the conference workspace, select “Voting” to bring you to the voting area, the conference moderator would then select “Create” and another window would appear. In this window, select the voting property and the content of the vote, as shown below:

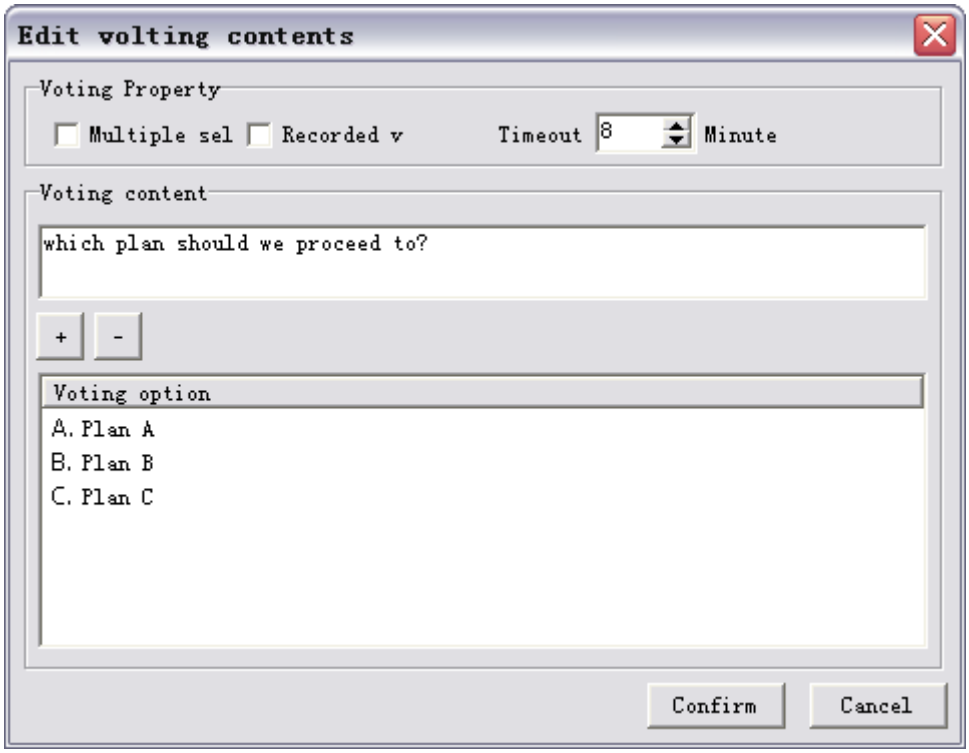


Figure 7-102

To edit questions that require multiple single votes, click on "+" or "—" to increase or decrease voting options, but the question cannot have more than six options. After completing the edition, click OK to finish the process. As shown below:

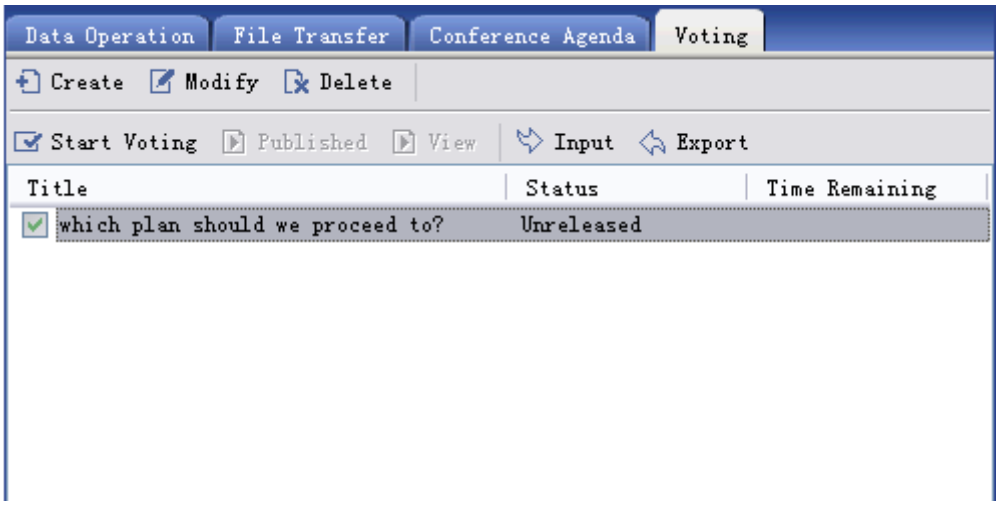


Figure 7-103

Before voting begins, the conference moderator can select to modify or edit the question. After confirming that the voting question is correct, the conference moderator would then click "Start Voting", start the voting process. At this point of time, both the voting page of conference moderator and user would be shown as below:

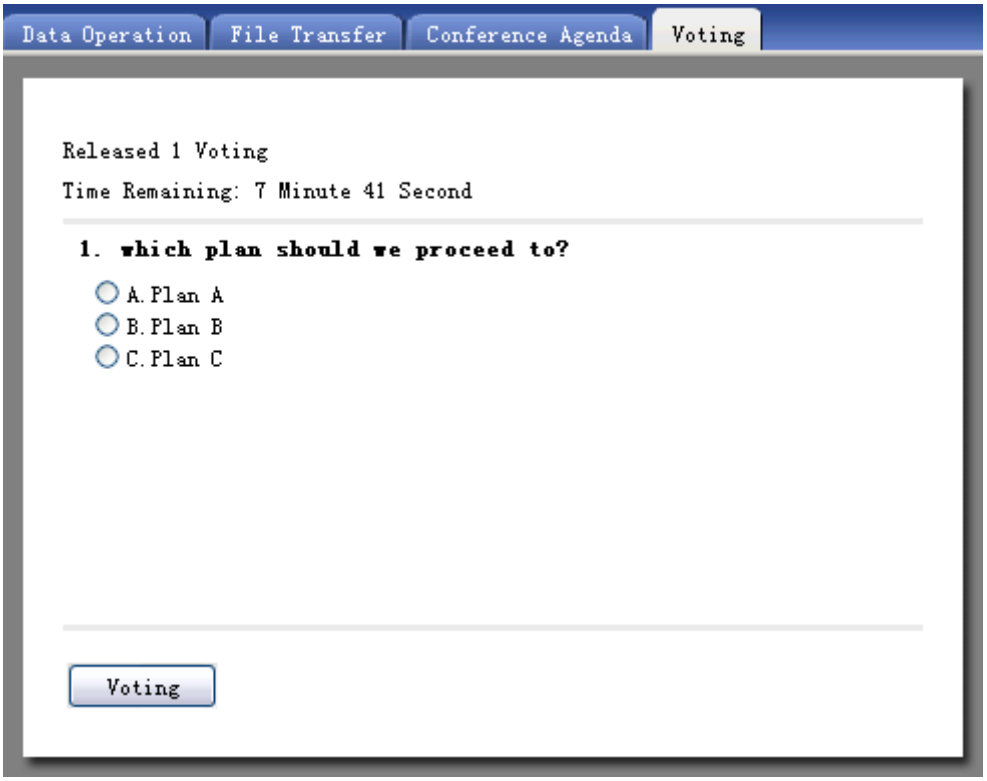


Figure 7-104

Conference user selects the options and click on “Voting”. The page would refresh and would show that the voting has been completed.

After the conference moderator has voted, the below image would appear:

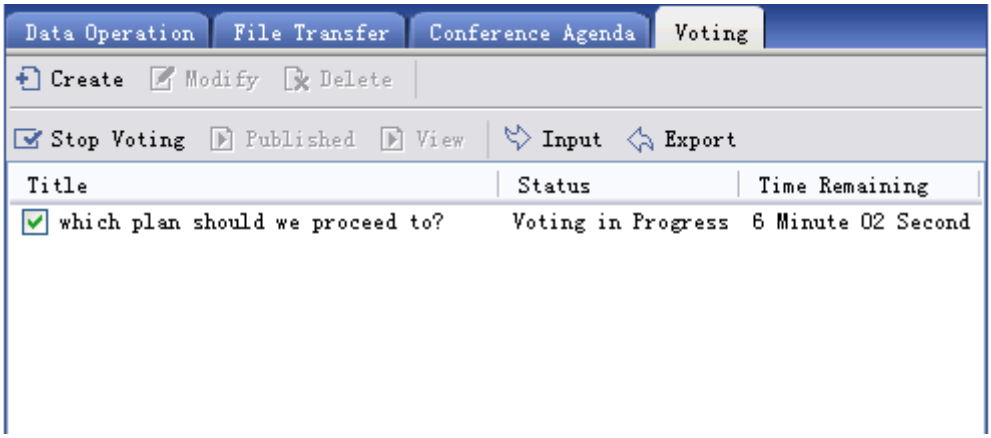


Figure 7-105

The conference moderator can check the voting process of from this page and can also prematurely end the voting time period by selecting “Stop Voting”. After voting has been completed, from the conference moderator’s Voting page, to view the voting results, select “View” as shown below:

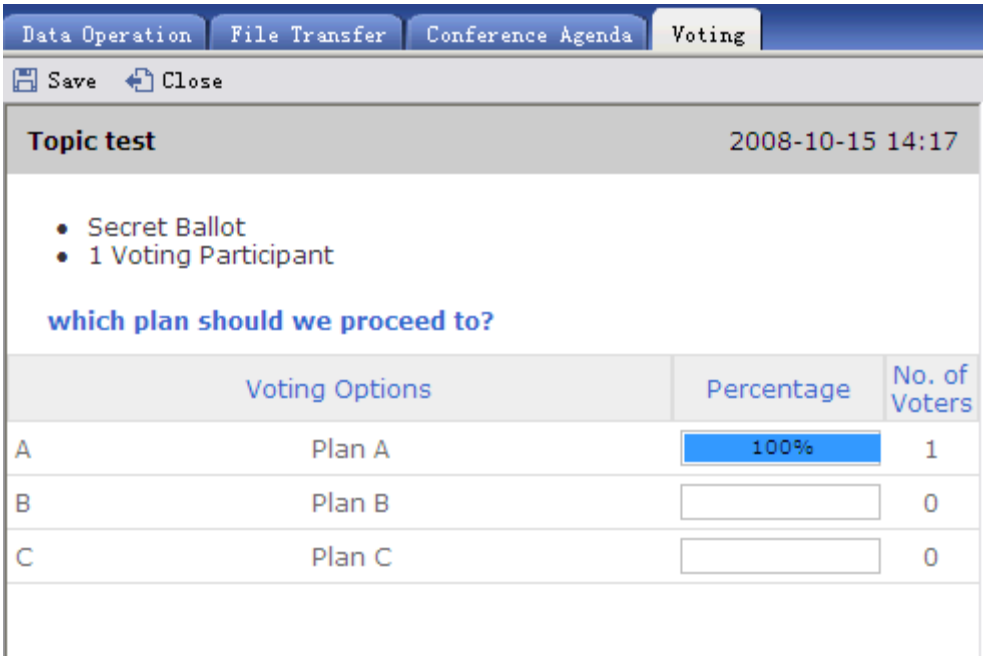


Figure 7-106

Since the above example is an unsigned vote, so no user names would be revealed. The conference can choose to “Save” or “Close” this page.

The conference moderator can also choose to announce the voting results by selecting “publish” (guest drift users would be allowed to view the results if granted data sharing rights).

Conference moderator can choose “delete” to remove the questionnaire and start over again by selecting “create”.

Note:

- The conference moderator is able to create more than one voting topic at a time. The total voting time is the sum of each voting time.
- If the conference user exits the conference session during the voting session, the system would take that as a forfeited vote.
- If the conference user hasn’t cast a vote yet during the time period given, the system would take that as a forfeited vote.
- If the conference user enters the conference session during the voting process, that user isn’t allowed to vote.
- If a voting topic already exists on the “Voting” page, the new voting files that the moderator imported will be additional on the basis of the original file.
- The voting topic cannot be deleted before the voting is end.
- The conference moderator can not create another new vote during voting.

7.2.16 Dismiss from Conference

I. Registered user

The moderator selects one conference user from the user list, right-click on the mouse and click the “Dismiss from conference” option, it will pop up the “Dismiss *** from the conference” dialog box, there are five options to choose from, the moderator can select how long should the checked user be dismissed from the conference, 5 minutes, 10 minutes, 20 minutes, 30 minutes or Over This Conference, as shown below:

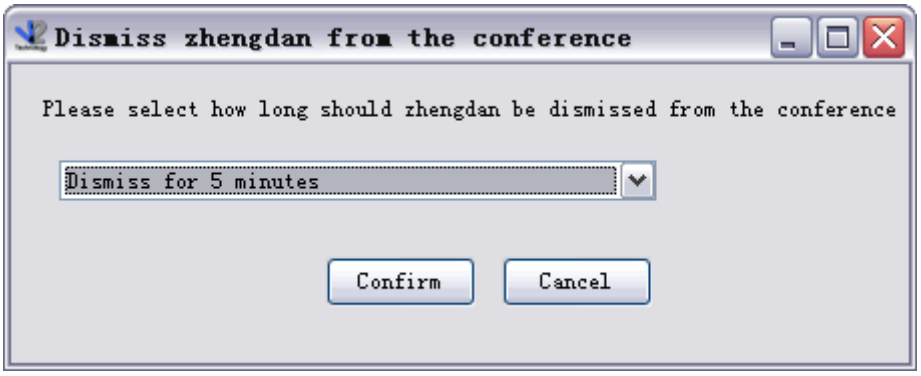

Dismiss zhengdan from the conference
Please select how long should zhengdan be dismissed from the conference
Dismiss for 5 minutes
Confirm
Cancel

Figure 7-107

All of the selected option (with the exception of Over This Conference) indicates the elapsed time that the conference user can return to the conference session. Conference users would not be able to reenter the conference session again, if “Over This Conference” option is selected.

Expelled conference user would be shown this popup box when removed from the conference session.

Figure 7-108

The conference user will be denied from joining the conference session until the time limit is up.

II. Unregistered user

By selecting this option, the selected unregistered conference user would be forced out of the conference session immediately.

7.2.17 Change Moderator

During the conference session, the conference moderator can select to switch the position of conference moderator with another conference user. The conference moderator click the right mouse button on the selected user name and then choose “Change Moderator” option, it will pop up the confirm dialog box as shown below:

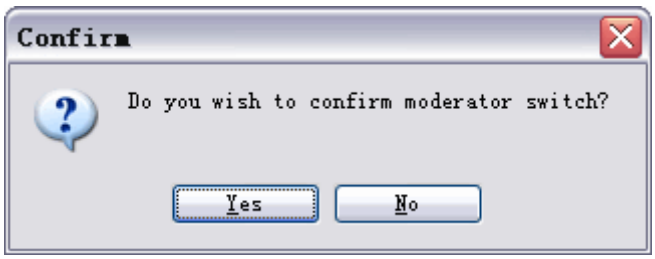


Figure 7-109

After selecting “Yes”, the selected conference user would become the conference moderator and the previous conference moderator would become a normal conference user. The system information bar would display the relevant information. The function can not be used during referendum. The conference moderator can not switch this position with the sideline user.

7.2.18 Top Manually

The conference moderator can change the order of the users participating in the conference. To do this, the moderator selects any user from the user list and right-clicks. Then, selects the “Top Manually” option to place the user on the top. Multiple persons can be placed on the top. For the Tree Display mode, such a user is placed on the top level of the organization frame. As shown in the following figure, “zhengdan” is such a Stay-On-Top user. To move the user back, the moderator right-clicks again and selects “Cancel Top Manually”. A user can be specified as a top user repeatedly. After being specified, the user is moved to top.

Figure 7-110

7.2.19 Connect monitor video

In the conference room, a registered user can become Moderator who has the right to initiate a call on monitoring points. Multiple monitoring points can be called at one time.

Moderator clicks the “Connect Monitor Video” option in the “Moderator” menu and the following screen is popped up, in which all the monitoring equipment is listed in a tree style. Select the monitoring point to be accessed and this equipment is displayed in the “Selected Equipment” list. Then, click “Connect”. After being authenticated, the monitoring point is accessed to the conference as a monitoring user and displayed in the Visitor List. When video of the monitoring user is opened by a user, video data is transferred to the user.

Only the moderator can control the cam of the monitoring user by right-clicking and opening/closing the remote control panel. Other users cannot see the remote control panel.

The video that the monitoring user transfers to the client can be synchronized and polled by the moderators. The client video is not transferred to the monitoring user.

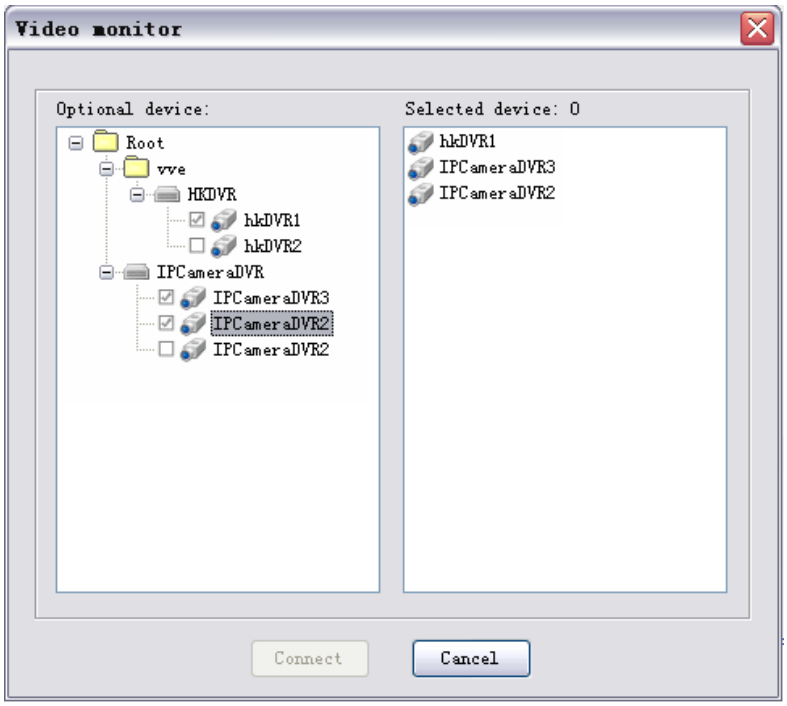


Figure 7-111

In case any monitoring point fails to be connected, an error message is displayed in the moderator’s “System Information” line.

Note:

- In case the “Connect Monitor Video” option in the “Moderator” menu cannot be selected, please check whether this conference is allowed to be monitored.
- In case the equipment list is empty, please check whether this registered moderator user has defined the scope of monitoring points to be connected.
- In case any monitoring point fails to be connected, please check to ensure the settings of this equipment in the management system and monitoring system correct.
- After being replaced, monitoring video called and connected by the old moderator is retained. The new moderator can select new monitoring points to be called and connected in his/her permitted scope.

- Monitoring video already accessed to the conference cannot be called repeatedly.

7.3 Guest user

Guest conference users can only receive audio and video, but they are not able to send out audio and video. By default, the client would be configured to receive audio and video via multicasting, these users are also not allowed to do data collaboration.

7.3.1 Receiving Audio

These users are only able to listen in to the general audio output of the conference, they are not able to send out audio and are not able to speak.

7.3.2 Receiving Video

These users are only able to videos from the conference session, but they are not able to send any. If there is a conference moderator in the conference session and synchronize video is selected, these users would be able to view these synchronized video as well. If there isn't conference moderator in the conference session or moderator didn't check synchronize video, they won't be able to view any video at all.

Guest users are not able to close any video display windows; they can save an image of the video display, by right clicking on the video display and select "Save Picture As…"

7.3.3 Settings

For more information, please refer to Conference Settings for more information. Multicast users are only allowed to access a portion of it.

7.3.4 View Attendee List

These users are able to view the number of users, user list and their related status in the conference session. For more information, please refer to View User List. However, they are not allowed to view the data sharing list.

7.3.5 System Status Check

Multicast users are also able to switch between desktop layout and text interaction area. They can also view system messages, system status, CPU information, time, etc. For more information, please look at Conference Settings. The only thing that these users can't do is record the conference session. For these users, the speech button is displayed as and the conference tool is shown as .

7.3.6 Text Interaction Messages

Guest users are able to view other conference users' online status.

They are also able to view messages in the common text messaging window, but they are unable to send messages and are not able to send private messages to others. If a conference user sends them a file, the text messaging area would display a notice, they could then go to the File Transfer section to download the file.

Guest users are still in the public group when the conference moderator splitting up the conference users into groups.

7.3.7 View Data Sharing and Desktop Sharing

If the conference scheduler has granted permission to the guest user to do data sharing and desktop sharing, these users would be able to view the Presentation Controller's presentations when doing data sharing or desktop sharing. For more information, please refer to Non-Presentation User.

7.3.8 View Voting Results and Conference Agenda

If the conference scheduler has configured so that the guest users are able to receive data sharing information when creating the conference session, these users would be able to view voting results by selecting the Voting tab in the presentation workspace, however they are not allowed to vote. They can also view the conference agenda by selecting the Conference Agenda tab.

7.3.9 Checking System Information/Help

The guest user can view help topics and check for system information.

7.3.10 Logout

To exit from the conference session, select "Quit Current Meeting" from the General menu.

7.4 Monitor User

A monitoring point is accessed to the conference by the moderator who does this by calling the monitoring equipment. In the conference, the monitoring point provides video in the form of a conferencing user who is called "Monitor User". A monitoring user has the following attributes in the conference:

- The monitoring user cannot watch the video of conference room users;
- The monitoring user has no client, hence cannot do what a conferencing user does;
- The monitoring user doesn't have the data operation right. Nor does the moderator assign the data operation right to the monitoring user;

- The monitoring user doesn't have audio data. Nor does the moderator set up the speak right of the monitoring user;
- The monitoring user cannot vote, make a referendum, share data, and text chat;
- The monitoring user is marked with a fixed color in the client user list and the color doesn't change in scrolling in file sharing;
- After accessing to the conference, the monitoring user is a non-registered user and displayed in the "Visitor" list;
- Video that the monitoring user transfers to the conference room is not allowed to be assigned to H323 users.

7.5 Extended User

Extended Users are the users who enter the conference session by extended user password. There are three kinds of Extended Users: H.323 user (this refers to users using H.323 terminals to connection directly to the conference server and enter the conference session) and VoIP user (which uses telephony devices to connect directly to the conference session) and SIP user (which uses SIP terminals to connect to the conference session).

7.5.1 H.323 User

System supports direct interconnection between the client and the H.323 terminal; it means that the H.323 terminal doesn't communicate with client but directly connected with the conference server to enter the conference session. Let's take Netmeeting as an example, the operation steps are as follows:

Note:

The H.323 hardware devices, which couldn't input conference ID, can enter the conference session by "IP authorization" function under the "moderator" menu.

I. Signing on to the Gatekeeper

From the "Tools" menu, select "Options", and from the dialog box that has appeared, select "Advanced Calling", as shown below:

Figure 7-112

This would display the following dialog box as shown below:

Figure 7-113

Select the option “Use a gatekeeper to place calls”, and in the Gatekeeper column, enter the IP address of the gatekeeper. In this case, this would mean the IP address of the H.323 extended server in the server list.

Select “Log on using my account name”, user enters the account name, make sure it is not the same with other users, and click “OK” to exit from the configuration.

In the lower right hand corner of the application window, there would be small icon displayed as , this indicates that the user has successfully signed on to the gateway.

Note:

- If the user has configured the gateway previously, it is suggested that after changing the configuration, the user should disconnect the connection and reconnect to the server again.
- Most of the H.323 devices would automatically sign on to the gatekeeper once it has been powered on, as long there is no change in the server address, the gatekeeper only needs to be configured once. During use, take note of the gatekeeper status.
- The gatekeeper configuration for all other H.323 devices are not the same, for more detailed information, please refer to the user manual of the relevant devices.

II. Entering the Conference

In the address column, the user would enter a numerical combination which consist of the conference no. and extended user password (e.g. conference no.844992, extended user password is 555555, it would be entered in the address column as “84499555555”), and click on “Call” to enter the conference. This user would be able to listen in to the audio from the conference, although access right would still be granted by the conference moderator. For more details on local displays of H.323 devices connected directly, please refer to the below chart:

Conditions	Results
Conference Moderator has video.	Display Conference Moderator’s Video.
Conference Moderator does not have video.	Rotationally display all videos in the conference.
Conference Moderator sends videos of other users to directly connected H.323 client.	Display video of the designated user.
There is no Conference Moderator in the conference.	Rotationally display all videos in the conference.

Note:

- If the designated user stops the video display or exits from the conference, the H.323 device would revert back to the previous state.
- The time lapse for each video rotation is set at 60 seconds. If the user in the video rotation stops the video or exits from the conference midway, the video would show the next user.

Upon successfully signing in the conference, the NetMeeting window would be shown as below:

Figure 7-114

This example uses the “Picture in Picture” feature, the large image is the conference moderator’s video display, and the small image would be the local user’s video display. By now, there would be a new additional user in the conference, the video icon would be shown as ,

this is to indicate that the user is using H.323 device to connect to the conference, the video display window would look like below:

Figure 7-115

The conference moderator can select the H.323 user from the user list and right click on the mouse, and select from a few options, these options includes, granting or denying the user the access to speak, dismiss the user from the conference room, enabling or disabling video display to be sent to other direct connected H.323 devices.

7.5.2 PSTN User

If there are PSTN servers available in the conference, users have access to join in the conference session by their PSTN endpoints. The operation steps are as follows:

I. Enter the conference session

Steps are as below:

- Pick up the telephone and connect to the telephone on the analog board. The telephone number and the maximum limit of connections that can be made is related to your setup, for more information, please consult the system administrator.
- After making the call and hearing the voice menu to indicate that the user has reached the videoconferencing system, please select a voice menu language.
- Press “1”, and enter the conference session password when the voice menu prompts the user to do so, press “#” to finish.
- Enter the conference ID and press “#” to finish, after the voice menu prompt you to do so.
- Enter the password, listen to the voice message welcoming you into the conference session, to request permission to speak, please press “*”.

At this point, the user list of the conference session would have a new user, which by default would be given the name “phone _0”. This user would be able to listen to the audio output of

the conference session. All other users in the conference session would not be able to view the user's video display, the status of this use would be shown as .

The conference moderator would select the PSTN user from the user list and right click on the mouse to grant or deny the user the access to speak in the conference session or to dismiss the user from the conference session.

In order to request access to speak, the PSTN user would have to press "*" and press again in order to release speech access. If the conference session is in moderator mode, access right must be given by the conference moderator.

The conference moderator is able to select the PSTN user from the user list, with right click on it, grant or deny speech access to the user (a voice message would indicate to the PSTN user) or to dismiss the user from the conference session.

II. Exiting the conference session

There can be three ways of exiting the conference session:

- The user terminates the connection.
- Dismissed by the conference moderator.
- Conference session has ended.

7.5.3 SIP User

If there are SIP servers available at the conference, their SIP endpoints then have access to the conference. Currently there is a variety of internet telephony software available that supports the SIP protocol. We'll take X-Lite as an example to illustrate the procedure.

I. System Setup

X-Lite is a free software. It can be downloaded at the site http://www.xten.com/index.php?menu=download. Its interface is as follows.

Figure 7-116

Network Setup

Click the “MENU” button, the main menu is displayed. Select the “System Settings” option, and then select the “Network”, the network setup interface is displayed. The options that are marked by red color should be checked. Other options may leave unchanged.

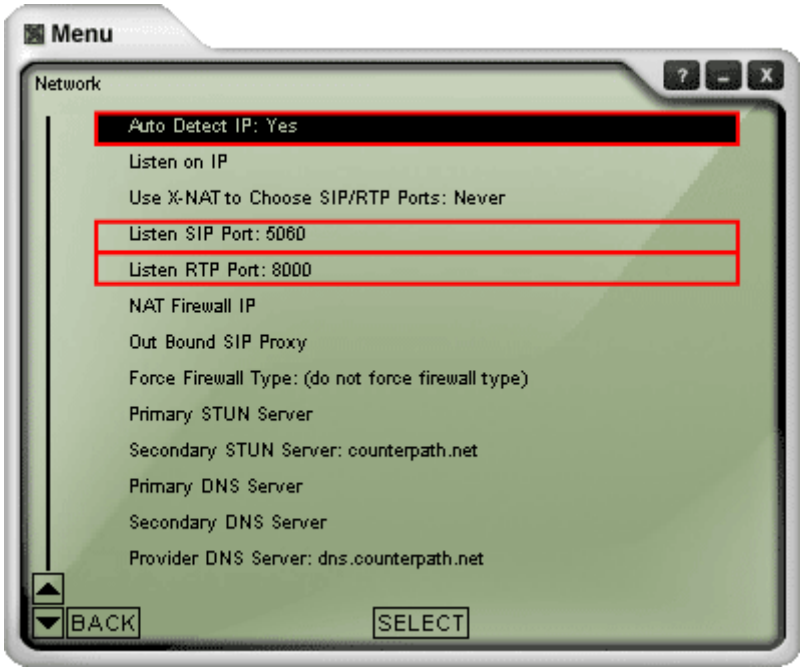


Figure 7-117

- **Auto Detect IP**

Select Yes.

- **Listen SIP Port**

The default port 5060 may be selected, provided it has no conflict with other ports.

- **Listen RTP Port**

The default port 8000 may be selected, provided it has no conflict with other ports.

After that, click the “BACK” button to return to the previous level of menu.

SIP Proxy Setup

Click the “MENU” button, the main menu is displayed. Select the “SIP Proxy” in the “System Settings” window, and then select the “Default” option as shown in the following. The options that are marked by red color should be checked. Other options may leave unchanged.

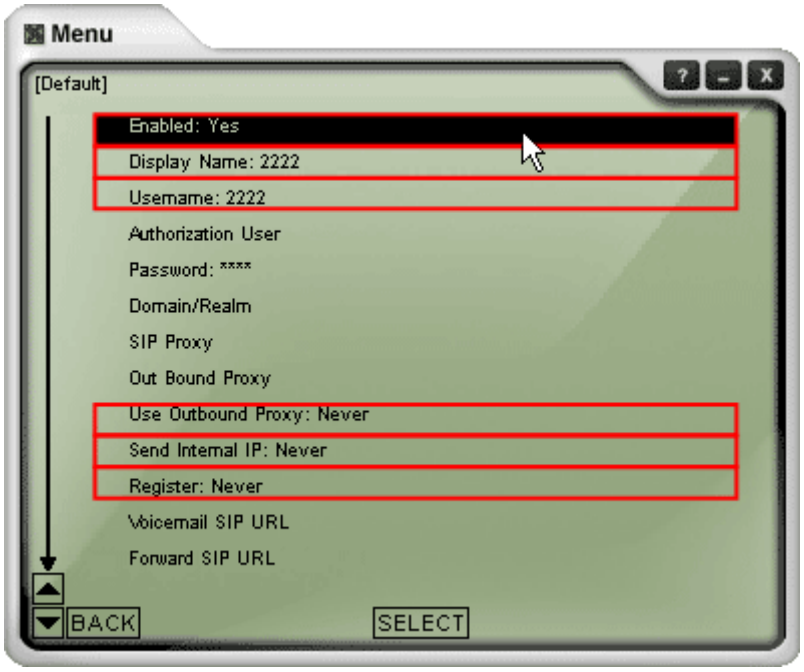


Figure 7-118

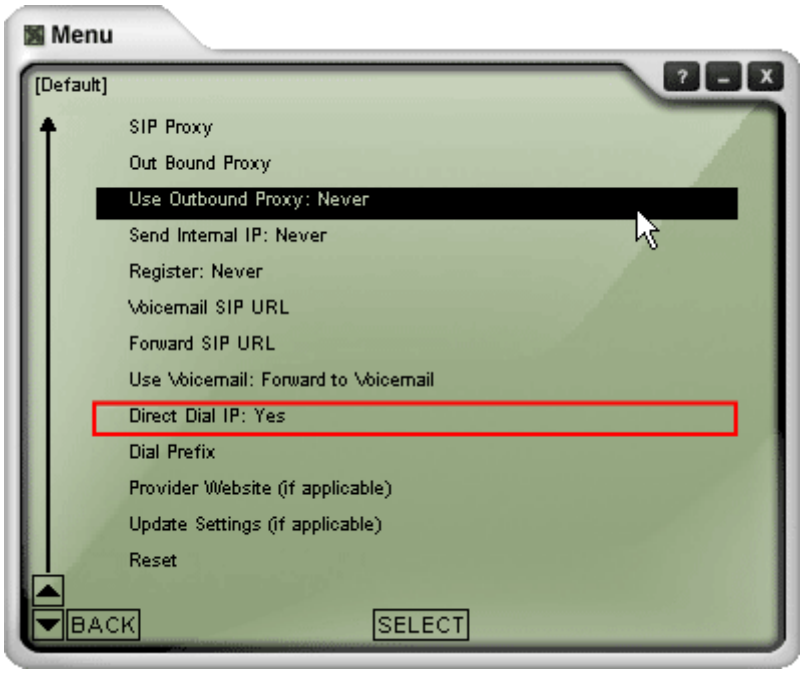


Figure 7-119

Enabled：Select Yes.

Display Name：May be specified by the user in letters or numbers, which is the user's the nickname.

Username：May be specified by the user, which must be the same as the Display Name.

Use Outbound Proxy：Select Never.

Send Internal IP：Select Never.

Register：Select Never.

Direct Dial IP：Select Yes.

After that, click the "BACK" button to return to the previous level of menu.

STUN Setup

Click "MENU" button to pop up the main menu. Select the "Advanced System Settings" option, and then select the "STUN Settings". Select the empty option from the "Discover Local IP Server" and "Backup Discover NAT IP Server" box.

Address Book

Click the "Address Book" button in the main interface. Select the "New Entry" to open the following window. The options that are marked by red color should be checked while other options will be left unchanged.

Figure 7-120

Name：May be specified by the user, which will be used as the shortcut to the “Phone number or SIP URL”.

Phone number or SIP URL：To give a call with this software, the following format should by used: “9+conference number+user password@IP address of the SIP server: port number”. The number 5060 is the default server port. It cannot be changed by the user. This is different from the above mentioned “Listen SIP Port” that can be configured by the user.

Proxy ID：Select the Direct Dial IP.

Speed No.：The same as “Name”, here is 1.

Having done that, click the “BACK” button to return to the main interface.

II. Enter the Conference

Having completed the system setup, the user may call the number (in this example click the Key 1, then click the green call button) in the address book to enter the conference, with the user name specified in the “Display Name” being displayed. (Here is 2222).

The video state of the SIP user is indicated by the icon. The user cannot upload video, nor can he access other user’s video until his/her speak right is authorized by the moderator. But he/she may hear the mixing voice from the conference room.

The moderator may select one SIP user and right-click the mouse to authorize the speaking right or cancel the speaking right to quit the user from the conference.

Chapter 8 IM System

The IM system of the V2 Conference, namely the patented instant messaging system by V2 Technology, Inc. can be integrated into the conferencing system to enable such functions as instant video/audio and text messaging, file transfer and conference entry, etc..

The IM software can be downloaded from the “Download” window of the management system. After being installed, the user can log in to the system by actuating the IM system server. In such case, allowing only the registered users of the conferencing system to be logged in. The needed login account and password will be the account and password that are used to log in to the management system.

This part involves how to integrate the IM applications into the conferencing server system to enable such functions as instant video/audio and text messaging, file transfer, remote collaboration and conference entry, etc.

8.1 Actuate IM

To log in to the conferencing system server, click the “Actuate IM” in the “Personal Details” window of the management system to launch the IM.

To cancel a current user account, click the “Sign Out” option in the “File” menu. Having done that, the user may use other user account to log in to the IM.

The interface is shown as below:

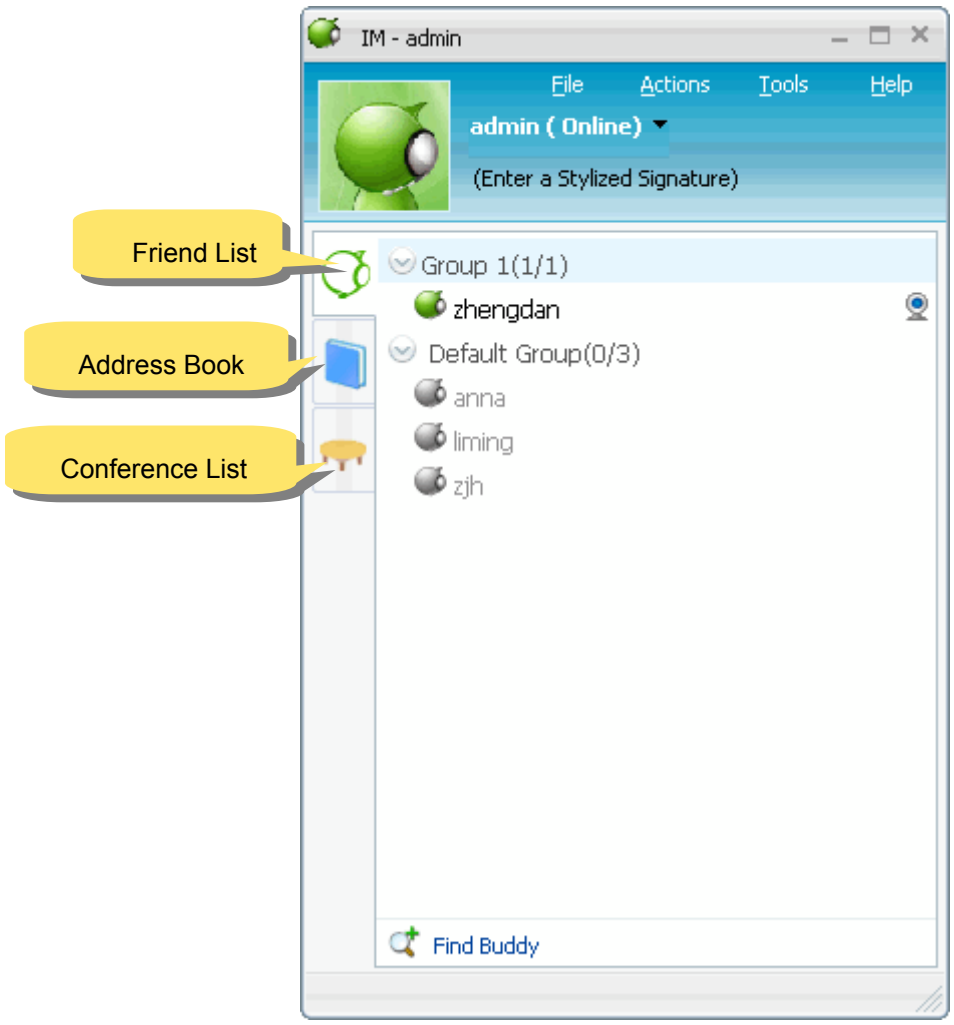


Figure 8-1

8.2 User Account

Click the “My Profile” option in the “File” menu, user can see the detailed information of registered user “zhengdan”. For a registered user, the account information is the same as that in the management system. If the user account information is changed by the system administrator, the account information in the IM will also be updated.

If the administrator changed an online user’s password, he/she may not be affected by such a change. But if he/she quits and then enters again, he/she may be required to enter the new password.

If the administrator deleted an online user, he/she may not be affected by such an action. But when he/she quitted, he/she may not be allowed to enter again.

8.3 Available Online States

Click on the drop-down arrowhead on the right of the “admin (Online)”, it displays four states, including “Call Me”, “Online”, “Away”, and “Busy”. User can also change the current state by clicking “Change Status” option in the “File” menu.

If no action is performed on the mouse and keyboard for over 3 minutes, the user’s state will be displayed “Away” by the system by default.

8.4 Enterprise Address Book

To display all the available users within an enterprise, click the “Enterprise Address Book” button as shown in the following figure.

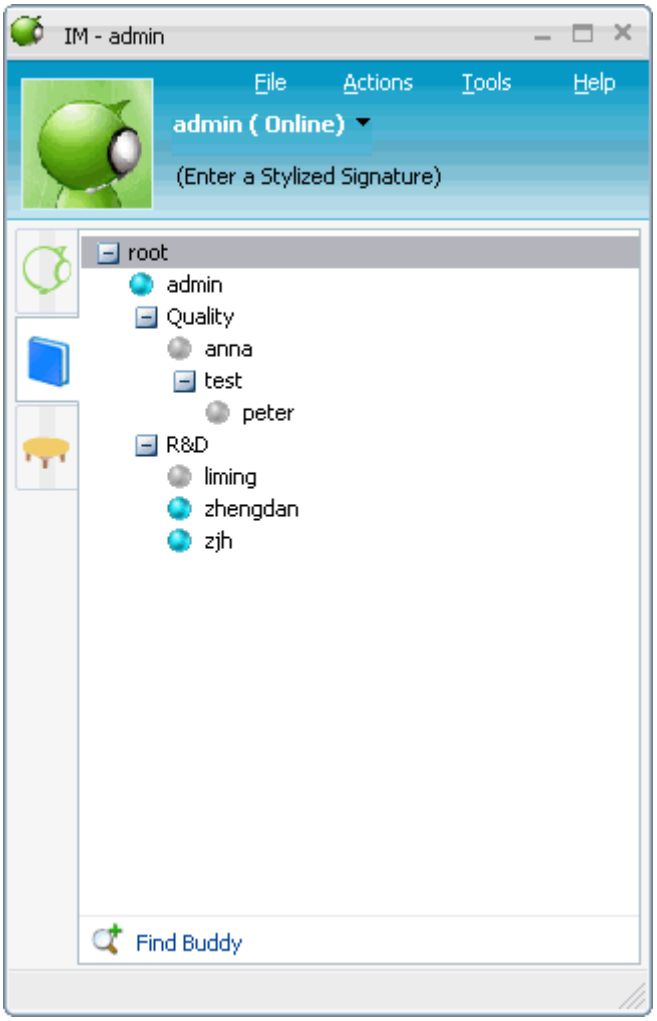


Figure 8-2

Select the desired department to display the user list window, in which such functions as “Call”, “Send Message”, “Send File”, “Invite”, “Add Buddy”, “View” and may be enabled.

8.5 Manage the Contacts

The friend list is displayed in the main window, as shown in the Figure 8-1.

Two user groups are available in the system by default, the online group and the offline group. To switch to “Group” display mode, click the “Group” option in the “Sort Contacts By” menu of “Actions” menu. To move a friend from one group to another, select the friend then right click, select “Move buddy to”.

8.5.1 Add Buddy

To add a friend, click the “Find Buddy” option at the bottom of the window, the following window will be displayed.

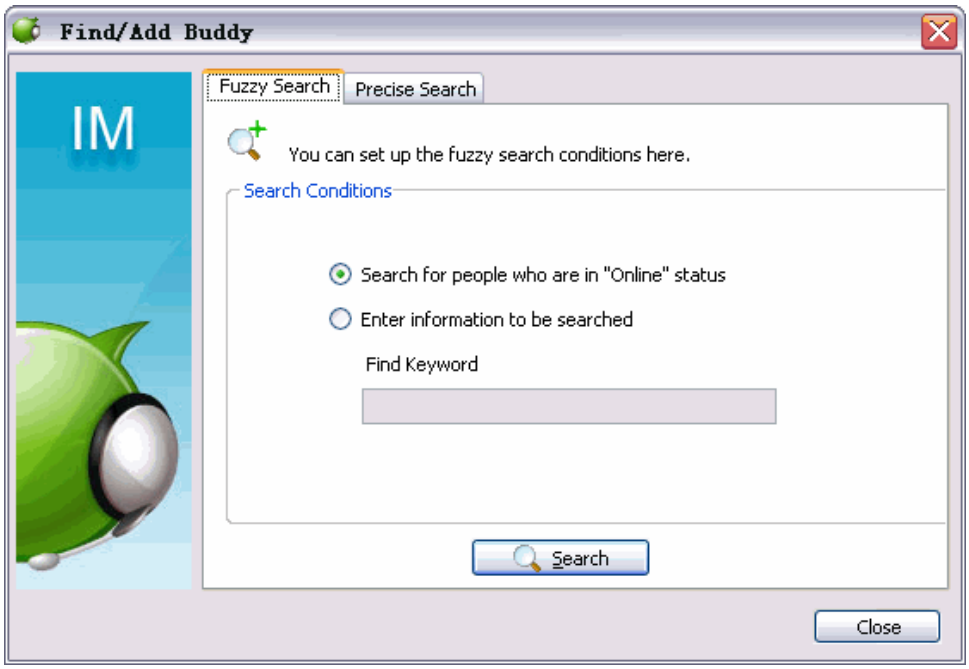


Figure 8-3

User can use fuzzy or precise search. For example, select “Enter information to be searched”, then enter “n” in the “Find Keyword” box, click “Search”, displays the window as below. The result lists the user whose name contains “n”.

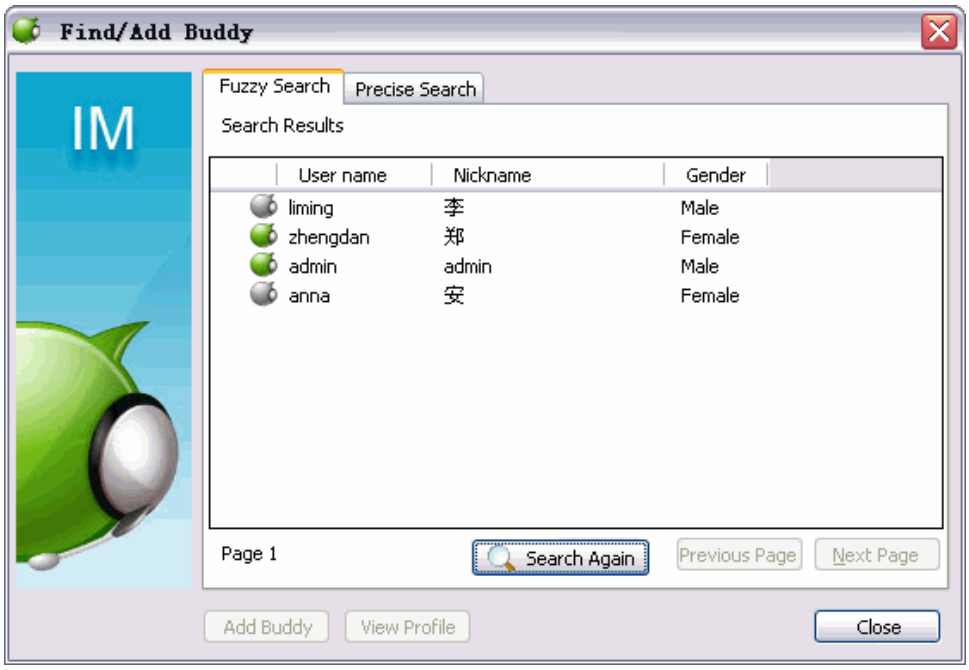


Figure 8-4

Click “Add Buddy” button, it will appear a system message of “Adding buddy succeeded”. And the buddy should add the user too, and then they can communicate with each other.

8.5.2 Edit Buddy

Right-click a buddy, selects “Delete Buddy” option, delete or can simultaneously block the user.

Right-click a buddy, select “Block Buddy” option, the icon of this buddy changes to . The blocked buddy will see the current user’s state be displayed offline.

Right-click a buddy, select “Rename” option, user can change the name of the buddy to an easily remembered name.

8.5.3 View operation

For an online buddy, user can Right-click she/he to view his/her profile, message history and call list.

8.6 Manage the Groups

Click the “Group” option in the “Sort Contacts By” menu of “Actions” menu to switch the display mode. In the “Display in groups” dialog box, new groups can be created, allowing all the friends to be re-grouped in a preferred method. The user may delete a group or rename a group.

8.7 Send Message

To send a text message to an online or offline friend, right click a friend and select the “Send messages” option. A piece of message can be sent to more than one friend at a time. The window is shown as below. User can insert emotions and change the font, send screenshot.

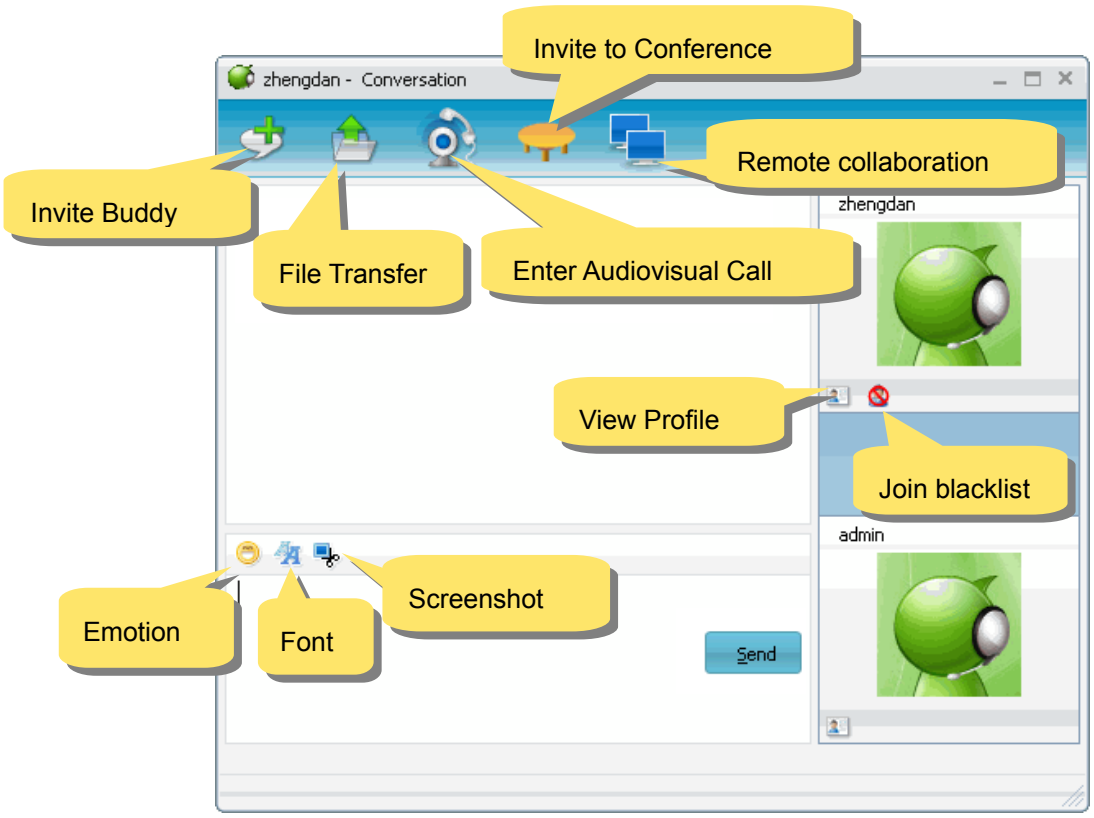


Figure 8-5

8.8 Call a buddy

Double click an online friend in the friend list, or click “Enter Audiovisual Call” button in the Figure 8-5 to send a call invitation. After being accepted, the point-to-point audio and video communication will be established. The following window will be displayed.

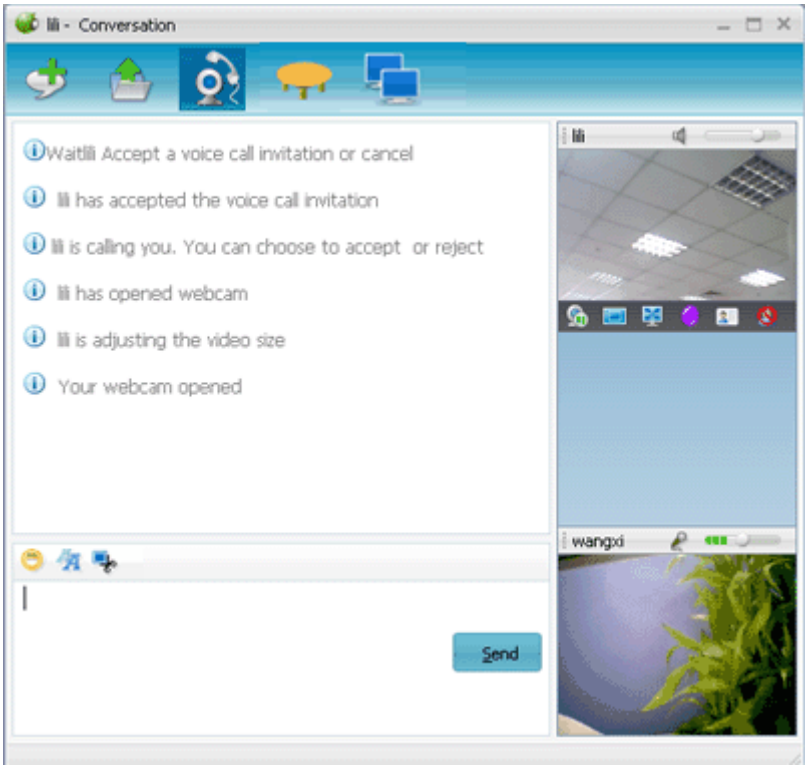

lili - Conversation
Waitlili Accept a voice call invitation or cancel
lili has accepted the voice call invitation
lili is calling you. You can choose to accept or reject
lili has opened webcam
lili is adjusting the video size
Your webcam opened
lili
wangxi
Send

Figure 8-6

In order to have a best picture and voice quality, user can not only adjust his own microphone and video, and also the buddy's volume.

If the user missed a call of buddy, it will appear a red arrowhead in the main page, shown as below.

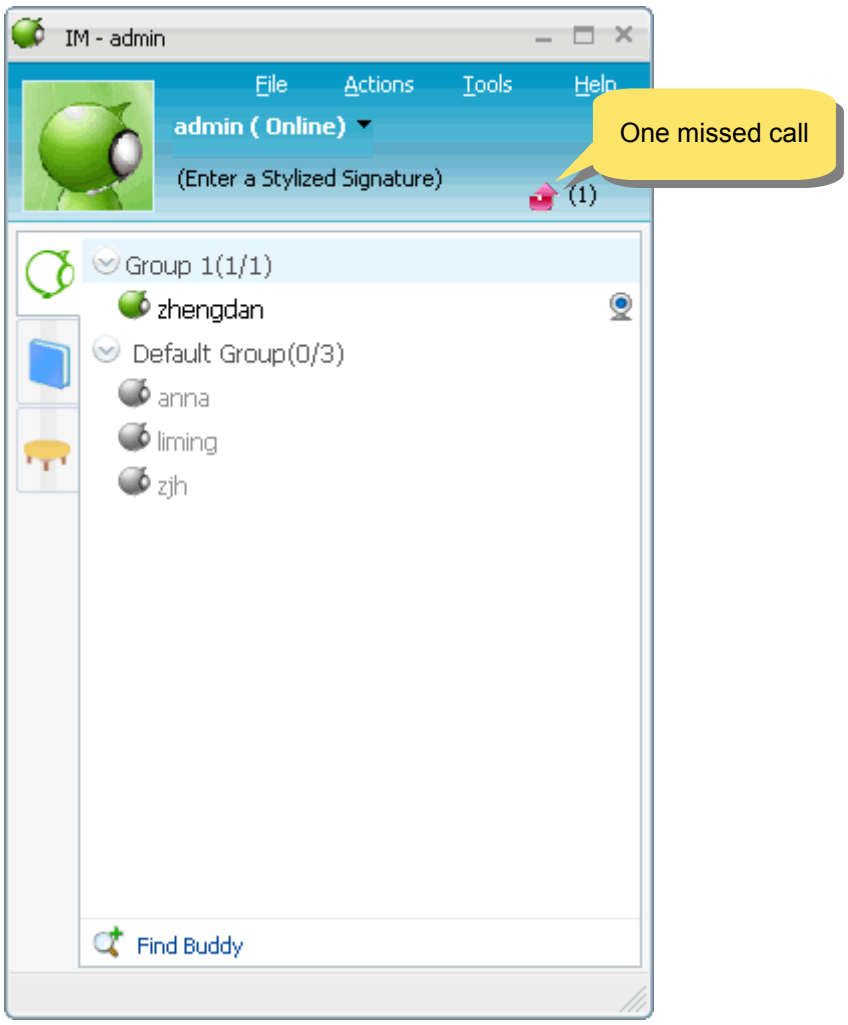


Figure 8-7

Click this arrowhead, open the “Information Manager” window shown as below. User can also click “Information Manager” option in the “Tools” menu to view detailed information of this missed call.

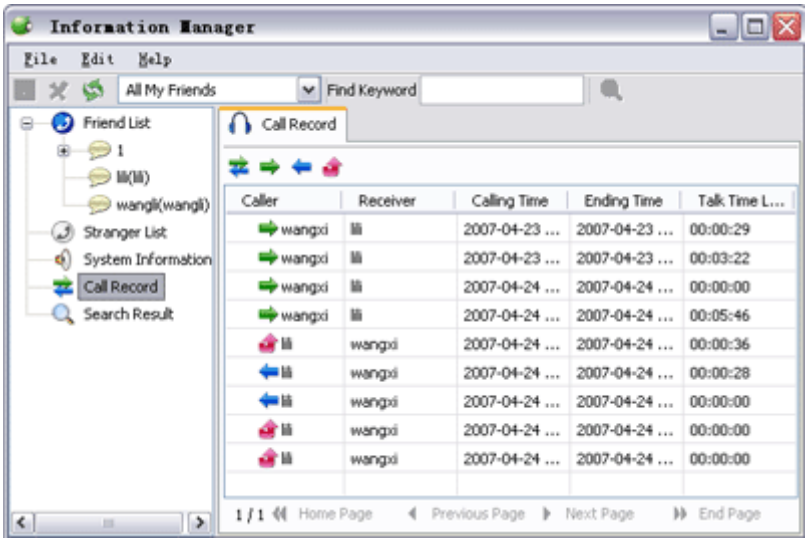


Figure 8-8

The icon means the total call record, means the call out record, means successful call in record, means unsuccessful call in record.

In this information manager, user can also view friend and stranger list, system information. Then, user can export the chat record of the buddy to the local PC.

For an offline friend, audio calling cannot be performed.

8.9 Remote collaboration

System supports remote collaboration function. The operations application sharing and remote collaboration can be achieved between the two users.

To share the application to a friend, you can click the “collaboration function” button in Figure 8-5, as shown below.

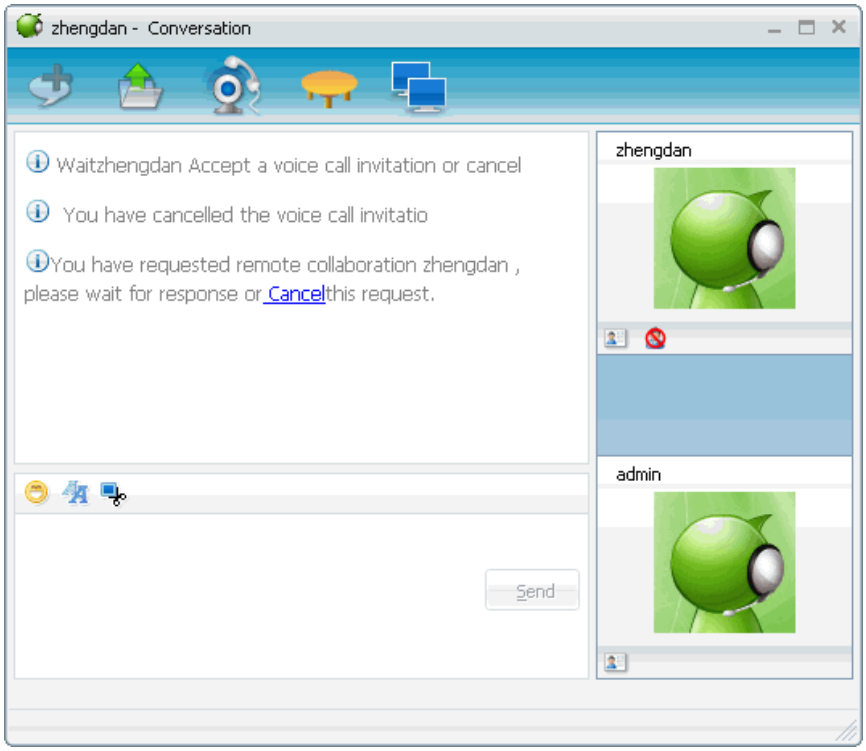

zhengdan - Conversation
Waitzhengdan Accept a voice call invitation or cancel
You have cancelled the voice call invitatio
You have requested remote collaboration zhengdan , please wait for response or Cancelthis request.
zhengdan
admin
Send

Figure 8-9

After the receiver accepted the request, the “application sharing” page will be appeared on his desktop and then the receiver can see the sender’s desktop. As shown below.

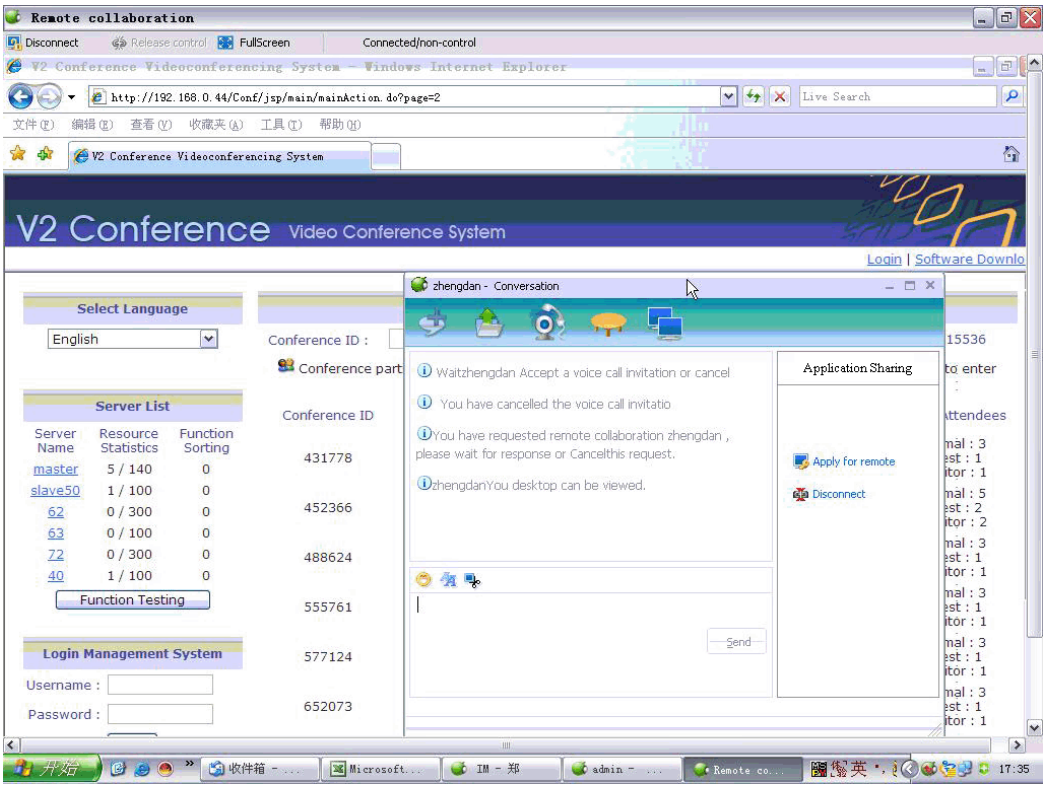


Figure 8-10

In the application sharing process, if the sender click the “Apply for remote” button and the receiver accepts it, then the receiver can remote control the sender’s desktop. As shown below.

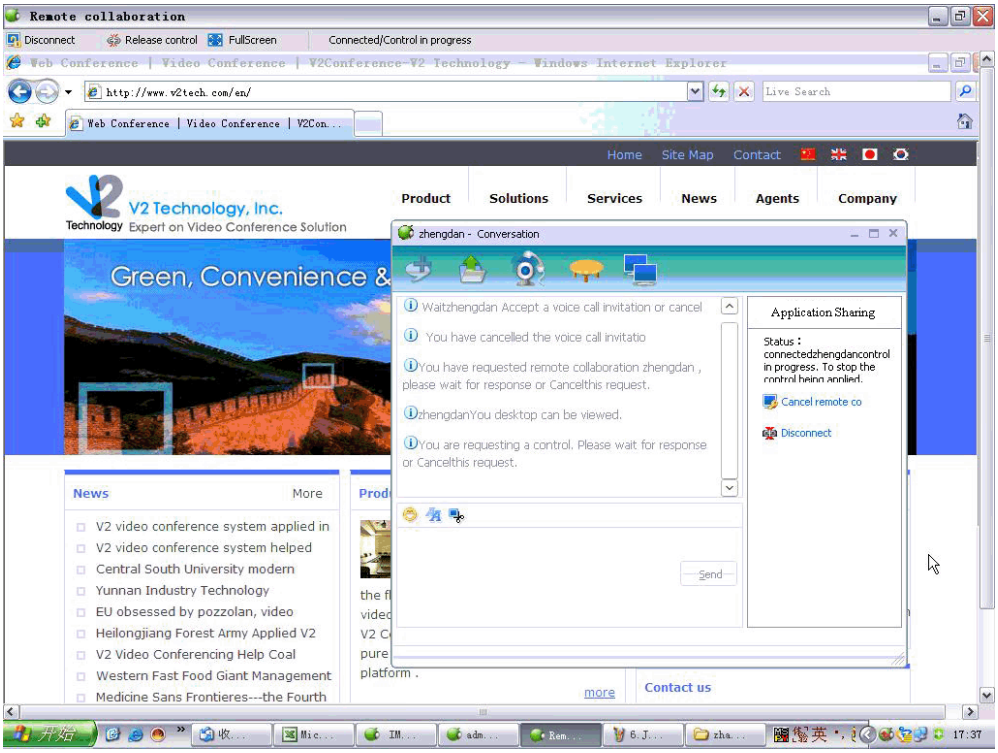


Figure 8-11

The toolbar at the top of the remote collaboration page, with their meaning as shown in the below:

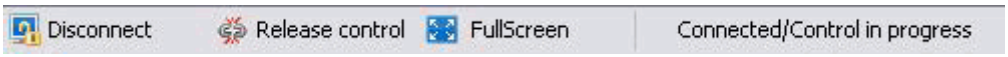


Figure 8-12

[Disconnect]: disconnected remote collaboration connection.

[Release control]: exit from the remote control mode.

[Fullscreen]: the window is displayed in full screen.

[Connected/Control in progress]: connection status/control status.

The sender can click the “Cancel remote collaboration” button in the conversation window to exit from the remote control mode.

Note:

- In the process of remote collaboration, as long as one user exit, then the remote collaboration connection end.
- If there is an existing “remote collaboration” application, there cannot be another application to other users.

8.10 Send a File

Right click a friend and select the “Send file”, or click “File Transfer” button in the Figure 8-5. After being accepted by the friend, the local disk file will reach the friend.

For an offline friend, file sending cannot be performed.

8.11 Enter the Scheduled Conference

The IM applications allow you to enter a scheduled conference. To display the scheduled conference list, click the “Conference list” icon in the main page.

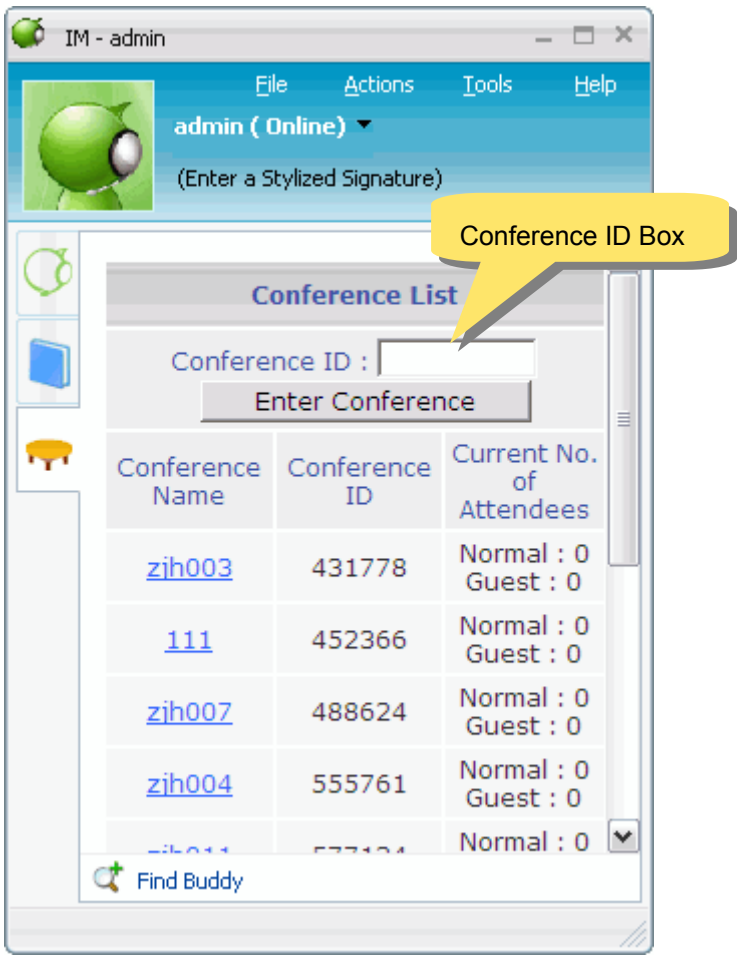


Figure 8-13

All the currently available and visible ID conference rooms on the server will be displayed on this page. And it displays the conference name, ID and current NO. of attendees. User can refresh this page by clicking “Conference list” icon.

The way enter a conference is the same to the V2 Conference. To enter a conference whose conference ID is not displayed on the page, enter its ID in the box on the top of the conference list, then press the “Enter Conference” button. This method is also applicable to a conference whose ID is displayed on the page. If you want to enter the “test” conference, you can also click the link “test”, the page is shown as below. Enter the correlative information of the conference, and then user can join it.

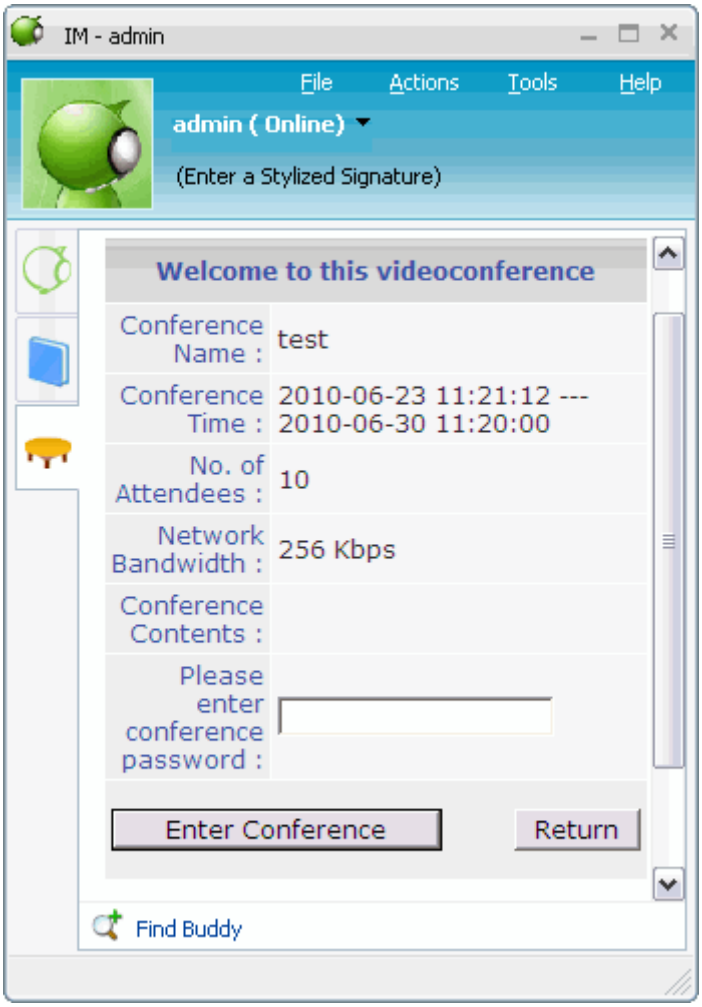


Figure 8-14

8.12 Send a Conference Invitation

8.12.1 Send a scheduled conference invitation

To send a conference invitation, one party already at a scheduled conference may highlight and right clicks one or more other online users in his/her address book (use the Ctrl key to select multi parties), then select the “Conference invitation” menu.

Click on the “Conference invitation” button to send the invitation. The other party who accepts the invitation will then be connected, with the same title (the interactive user, guest user) as the sending party. If the party who accepts the invitation is already at another conference, message will be posted to ask if he/she wants to quit the current conference. The point-to-point communication, if any, will also be turned off before the accepting party enters the conference.

The conferencing will continue to be performed even if the participants quit the IM applications. The conferencing will be turned off in the following cases: 1. The conferencing duration is ended. 2. The conferencing is terminated by the system administrator from the management system.

8.12.2 Send an instant conference invitation

One party may send instant invitation to one or more online parties in his/her address book (use the Ctrl key to select multi parties), provided that this party is not at a booked conference and has the privileges to initiate an instant conference. The receiving party will have the common interactive user title to attend the instant conference. If the party who accepts the invitation is already at another conference, message will be posted to ask if he/she wants to quit the current conference. The point-to-point communication, if any, will also be turned off before the accepting party enters the conference. The party who initiates the conference will be the moderator by default.

In the event that the initiating party fails to enter the conference after 1 minute beginning from the entry of the accepting party, the conference will be turned off automatically.

Click “Tools”, and select “Option”. Click “Instant conference setting” label to set the related parameters. The following figure is shown the setting by default. User can amend the parameters and save them, and then the system will use these parameters value when the user launches the instant conference next time.

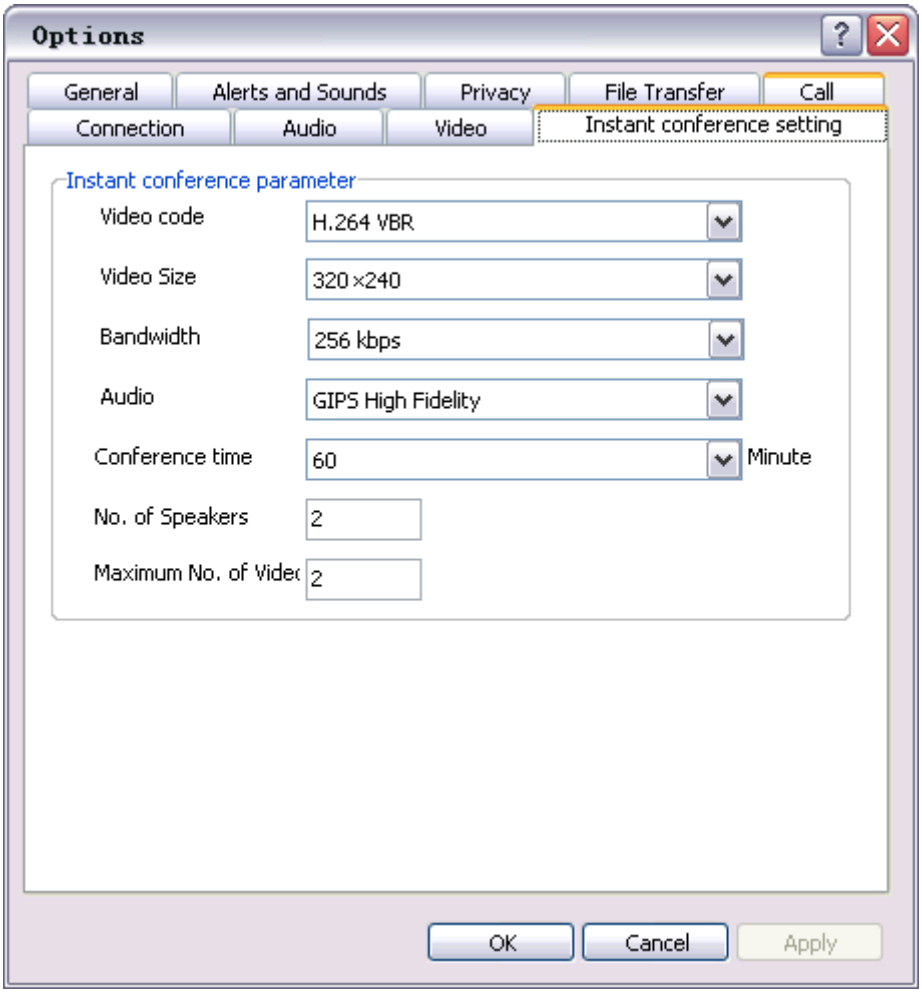


Figure 8-15

The instant conferencing may continue to be performed even if the participants quit the IM applications. In the event that the participants are deleted from the ongoing instant conference, the conference will not be affected.

The conferencing will be turned off in the following cases: 1. The conferencing duration is ended. 2. The conferencing is terminated by the system administrator from the management system.

8.13 Exit

To quit the IM system, click the “Close” command in the “File” menu.

Annex Endpoint Shortcut Keys

The following table shows the endpoint shortcut keys. All the shortcut keys are defined by the system by default. They cannot be changed by the user. All eligible users may use these shortcut keys unless otherwise marked.

Shortcut key	Function
Alt+N	Adding voting options in an actuated VoteEditor
Alt+D	Reducing voting options in an actuated VoteEditor
Ctrl+I	Displaying the system information bar
Ctrl+T	Displaying or hiding the text message inputting area
Ctrl+F	Sending a file
Ctrl+Alt+P	Performing the print screen function by the data controller
Shift+Enter	Supporting multi line text input in the text messaging area
Ctrl+R	Switching between the “configuration”, “file transmission”, “agenda” and “voting” pages.
Pageup	Sharing files or clipboards by the presentation access right holders. Scrolling up a shared actuated page.
Pagedown	Sharing files or clipboards by the presentation access right holders. Scrolling down a shared actuated page.
Ctrl + F1	Standard layout
Ctrl + F2	Video layout
Ctrl + F3	Important video layout
Ctrl + F4	Presentation access layout
Ctrl + F5	Float Video Layout
Shift +Ctrl + F2	Full screen video layout
Shift +Ctrl + F3	Full screen important video layout
Shift +Ctrl + F4	Full screen presentation access layout
Shift +Ctrl + F5	Full Screen Float Video Layout